

**NINETEENTH COMMONWEALTH OF THE NORTHERN  
MARIANA ISLANDS YOUTH CONGRESS**

ORGANIZATIONAL Session, 2023

Y.C. Res. No. 19- 01

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**A YOUTH CONGRESS RESOLUTION**

Adopting the Rules of Procedure for the Nineteenth CNMI Youth Congress.

1           **BE IT RESOLVED**, that the Youth Congress hereby adopts the attached  
2 "Rules of Procedure for the Nineteenth Commonwealth of the Northern Mariana  
3 Islands Youth Congress" as the Rules of this legislative body; and

4           **BE IT RESOLVED**, that the Speaker of the Youth Congress shall certify  
5 and the Youth Congress Clerk shall attest to the adoption of this Resolution which  
6 officially establishes the Rules of Procedure of the Nineteenth Commonwealth of  
7 the Northern Mariana Islands Youth Congress and thereafter transmit copies of the  
8 Rules and Resolution to all members of the Nineteenth Youth Congress,  
9 Commonwealth of the Northern Mariana Islands.

Date: 04/12/2023

Introduced by:   
Senator Maili Ilareyo'l Borja Peter



# 19<sup>TH</sup> CNMI YOUTH CONGRESS RULES OF PROCEDURE



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# 19<sup>TH</sup> CNMI YOUTH CONGRESS RULES OF PROCEDURE



## **RULE I. ORGANIZATION OF THE YOUTH CONGRESS.**

**Section 1. Rules.** The Rules of the Youth Congress shall govern the conduct of business at all sessions of the Congress. If any question of procedure arises which is not specified in the Rules, it shall be decided by the Speaker, in accordance with Rule XV, §2. Whenever the masculine gender is used, it shall refer to masculine and feminine.

### **Section 2. Officers of the Youth Congress.**

(a) **Elected Officers.** The elected officers of the Youth Congress shall be the Speaker, the Vice Speaker, the Floor Leader, and the Legislative Secretary. The Speaker, the Vice Speaker, the Floor Leader, and the Legislative Secretary shall be members of the Youth Congress.

(b) Except as provided in Rule II, §1, the Speaker, Vice Speaker, the Floor Leader, and the Legislative Secretary shall be elected by majority vote of the members of the Youth Congress and by call of the roll or by any other legal means.

**Section 3. Notification of the Governor and the Legislature.** At the earliest time possible after the organizational meeting of the Youth Congress, the Speaker shall advise the Governor or his/her representative that the Youth Congress is organized and ready to receive any communication that he/she may be pleased to make. At the same time, a message shall be sent to the Presiding Officers of the Legislature to advise that body that the Youth Congress is organized and ready to transact business. Such communications shall include notifications of the elections of the officers of the Youth Congress.

**Section 4. No Suspension of Rule I.** The Speaker shall not entertain a request for suspension of Rule I by unanimous consent or otherwise.

## **RULE II. TERMS AND DUTIES OF OFFICERS.**

**Section 1. Terms of Office.** The Speaker, Vice Speaker, the Floor Leader, and Legislative Secretary shall hold office until the expiration of the Youth Congress to which they were elected to such office, or until such tenure be terminated at an earlier date by death or resignation or extended because no candidate can achieve a majority of the votes cast by the members for one of these offices. In that event the officer of the previous Congress, if he/she has been reelected shall continue in that office until his/her successor is elected. If any officer has not been reelected to public office and his/her successor cannot be chosen at the First Organizational Session, the next ranking incumbent officer will fill that position, until his/her successor is chosen.

**Section 2. Speaker.** The Speaker shall have the following powers and duties:

- (a) To preside over the Youth Congress;
- (b) To preside over the meetings of the Youth Congress, taking the Chair at appointed hours and immediately calling the Youth Congress to order;
- (c) To preserve order and decorum in debate, in the gallery, and elsewhere in the Youth Congress;
- (d) To assign each member a seat on the Floor of the Youth Congress, and to change such assignment when he/she deems it appropriate;

- (e) To sign all acts, resolutions, writs, and other papers of, or issued by order of the Youth Congress;
- (f) To decide all points of order and interpret the Youth Congress Rules, subject to an appeal by any member to the Youth Congress;
- (g) To put all questions before the Youth Congress, pursuant to Rule XI, vote upon such questions, and announce the results thereof;
- (h) To officially receive all communications, lay such communications before the Youth Congress, and dispose of such communications pursuant to Rule VI, Section 1;
- (i) To have general direction over all of the officers and employees of the Youth Congress;
- (j) To designate any members as Speaker pro tempore to perform the duties of the Speaker; the absence of the Speaker, Vice Speaker, and Floor Leader, or upon their stepping down in order to join in Floor debate, and may withdraw such designation; Provided, that in the absence of the Speaker, Vice Speaker, Floor Leader, and any Speaker pro tempore, the Youth Congress shall proceed to elect by motion an acting Speaker pro tempore;
- (k) To designate any member, or employee of the Youth Congress to travel on the business of the Youth Congress, within or outside of the Commonwealth;
- (l) To administer the oath of office to any member, officer or employee of the Youth Congress and designate any other person to administer such oath;
- (m) To call a recess at any time during a session which is not subject to approval by or appeal to the Youth Congress; and
- (n) To perform such other duties as required by law or the Rules of the Youth Congress, or as may be appropriate to the office of the Speaker.

**Section 3. Vice Speaker.** The Vice Speaker shall exercise all the duties and powers of the Speaker in the absence of the Speaker from the Commonwealth or in the Speaker's incapacity due to illness, and any other duty which he/she may be assigned by the Speaker of the Youth Congress.

**Section 4. Floor Leader.** It shall be the duty of the Floor Leader:

- (a) To serve as Floor Leader during sessions of the Youth Congress, proposing routine motions which otherwise contribute to the orderly and speedy conduct of business, raising points of order calling attention to violations of Rule V, Section 5, and acting as Floor manager in aid of the adoption of the bill or resolution when another member does not assume that task;
- (b) To administer the oath to any member in the absence of the Speaker and Vice Speaker from time to time;
- (c) To perform the duties of the Presiding Officer in the absence of the Speaker and Vice Speaker from the Commonwealth or their incapacity due to illness; and
- (d) To perform such other duties as the Speaker of the Youth Congress may designate.

**Section 5. Legislative Secretary.** It shall be the duty of the Legislative Secretary:

- (a) To attest by his/her signature all bills, resolutions, orders, proceedings, contracts or other documents issued by order of the Congress;

(b) To certify and transmit to the Presiding Officers of the Legislature all bills, resolutions, or other matters of the Congress required to be transmitted to the Legislature immediately after their passage or adoption by the Congress. Transmittal shall be accomplished by delivering such bills, resolutions or other matters to the Legislature or any other official so designated by the Congress to receive such bills, resolutions or other matters;

(c) To perform the duties of the Speaker in the absence of the Speaker, the Vice Speaker and Floor Leader;  
and

(d) To perform such other duties as the Speaker may designate.

**Section 6. Clerk.** The Clerk shall have the following duties:

(a) To receive certificates of election from the Youth Congress Floor Leader and Legislative Bureau Director following each election, prepare the roll of the members-elect to the Youth Congress. Proceed to call the roll of the members-elect by School;

(b) To prepare the Journal of the Youth Congress pursuant to Rule XIV;

(c) To engross all bills and amendments to bills, enroll all bills agreed to by the Youth Congress; certify or attest to the passage of all bills and resolutions, and attest to all writs, and other papers issued by order of the Youth Congress, in the absence of the Legislative Secretary;

(d) To have charge of all the records of the Youth Congress and never permit any paper thereof to be withdrawn from his/her keeping, unless ordered by the Youth Congress;

(e) To assist the Youth Congress in the conduct of its business by transmitting messages and papers, reading bills, resolutions, amendments, motions, and other questions, calling the roll, preparing the Calendar, receiving messages on behalf of the Speaker; and

(f) To perform such other duties as required by law, the Rules, the Speaker, the Youth Congress, or the Director of the Legislative Bureau.

**Section 7. Sergeant-At-Arms.** The Sergeant-At-Arms shall have the following duties:

(a) To attend the Youth Congress on every day of meeting;

(b) To maintain order under the direction of the Presiding Officer;

(c) To notify the Speaker on the attendance of any person with communication or otherwise;

(d) To attend upon committees if requested by the Chairperson;

(e) To execute the commands of the youth Congress and serve any order or process issued by authority thereof, as directed by the Speaker;

(f) To make all required arrests of members or other persons and to restrain the same in custody, as directed by the Speaker;

(g) To prevent anyone from entering the Floor of the Youth Congress Chamber during a meeting of the Youth Congress, except members, officers, authorized employees of the Youth Congress, and guests of the Youth Congress; and

(h) To perform such other duties and responsibilities as required by the law, the Rules of the Youth Congress, the Speaker of the Youth Congress, or the Director of the Legislative Bureau.

### **RULE III. SESSIONS AND MEETINGS.**

**Section 1. Schedule of Sessions.** Pursuant to 1 CMC 1610, as established by Public Law 17-22, the Youth Congress shall meet in Regular Sessions as follows:

- (a) First Session, Third Saturday of April 2023;
- (b) Second Session, Third Saturday of June 2023;
- (c) Third Session, Third Saturday of August 2023;
- (d) Fourth Session, Third Saturday in October 2023;
- (e) Fifth Session, Third Saturday in December 2023;
- (f) Sixth Session, Third Saturday in February 2024;
- (g) Seventh Session, Third Saturday in April 2024;
- (h) Eighth Session, Third Saturday in June 2024;
- (i) Ninth Session, Third Saturday in August 2024;
- (j) Tenth Session, Third Saturday in October 2024;
- (k) Eleventh Session, Third Saturday in December 2024; and
- (l) Twelfth Session, Third Saturday in February 2025.

**Section 2. Additional Sessions.** Additional sessions (Special or Emergency sessions), but not more than three (3) days, are permitted each year.

**Section 3. Place of Sessions.** The Youth Congress shall meet at the House of Representatives Chamber in Capitol Hill, Saipan; Northern Mariana Islands, or other such place as may be provided by law.

**Section 4. Public Sessions.** Sessions of the Youth Congress shall be open to the public.

**Section 5. Notice of Sessions.** Not less than 72 hours prior to convening a session or meeting, the presiding officer of the Youth Congress or respective committee shall file a written public notice of the date, time, and place of a session or meeting with the Clerk and post the same at the executive branch administration building. When possible, notices under this section shall appear in at least one newspaper of general circulation. Notices shall contain an agenda of items to be considered at the session or meeting. Once filed as part of this notice, an agenda may only be changed by adding items thereto by the recorded vote of the majority of the members of the Youth Congress or committee. Once a session or meeting is properly noticed and convened, it may continue from day to day as necessary to address the agenda, provided that rules concerning agenda items are followed.

**Section 6. Special Sessions.** A special meeting may be called at any time by the presiding officer of the Youth Congress or of a committee, or by a majority of the members of the Youth Congress or committee by delivering personally, by fax, by mail or by electronic means a written notice to each member of the Youth Congress or committee, and to each local newspaper of general circulation, and to each local radio or television station or cable television station which has on file with the governing body a written request to be notified of such special meeting or of all special meetings. Notice shall be delivered at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meeting. Written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the Clerk a written waiver of notice. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it



convenes. The notices provided in this section may be dispensed with in the even a special meeting is called to deal with an emergency involving injury or damage to persons or property, or the likelihood of such injury or damage, when time requirements of such notice would make impractical and increase the likelihood of such injury or damage.

**Section 7. Emergency Sessions.** If, by reason of typhoon, flood, or fire, or law enforcement or other emergency, there is need for expedited action by the Youth Congress or a committee to meet the emergency, the presiding officer of the Youth Congress or committee may provide for a meeting site other than the regular meeting site and notice requirements of this chapter shall be suspended during such emergency. In the event of an emergency meeting the Youth Congress or committee shall:

- (a) State in writing the reasons for its finding that an emergency exists;
- (b) Take a vote whereby two-thirds of all members of the Youth Congress or committee agree that an emergency exists;
- (c) File an emergency agenda and the findings on the emergency with the Clerk.

#### **RULE IV. ATTENDANCE AND QUORUM.**

##### **Section 1. Attendance.**

(a) Every member shall be present in the Youth Congress chamber during its meetings unless he/she has given prior written or verbal notice to the Speaker and has the approval of the Speaker to be absent, subject to appeal to the Youth Congress if the Speaker declines to grant such approval.

(b) A member may appear, participate and vote in a Youth Congress session or committee meeting electronically using video conferencing platforms via telephone, computer, or any other device provided that the member is physically within the Commonwealth.

##### **Section 2. Quorum.**

(a) A majority of the members of the Youth Congress shall constitute a quorum. Except as provided in clause (d) of this Section, any member, or the Speaker on his own initiative, may make a point of order to suggest the absence of a quorum. The Presiding Officer shall thereupon immediately count the members present in the Youth Congress Chamber and announce the result. A majority of less than a quorum, but not fewer than seven members including the Speaker, may order a call of the Congress to compel the attendance of absent members. Otherwise, the Youth Congress shall adjourn to the next regular meeting date.

(b) Under a call of the Youth Congress, the Clerk shall call the roll, and absent member(s) for whom no sufficient excuse is made shall be sent for and arrested, wherever they may be found, by the Sergeant-At-Arms or officers appointed by the Speaker, and the attendance of such members secured and retained, and the Youth Congress shall determine upon what conditions they shall be discharged. Members who voluntarily appear shall not be subject to arrest and shall report to the Clerk who shall enter their names upon the Journal as present. On demand of any member or at the suggestion of the Speaker, the presence of members sufficient to make a quorum who do not answer to roll shall be recorded by the clerk and counted in determining the presence of a quorum.

(c) Whenever a quorum fails to vote on a question and the vote is objected to for that cause and a point of order that a quorum is not present is sustained, there shall be a Call of the Youth Congress, unless the Youth Congress adjourns, and members responding to the call shall record their presence by voting "yes" or "no" on the question: Provided, that any member arrested shall be brought before the youth Congress, noted as present, discharged from arrest, and given an opportunity to record his/her vote. If those voting and those present who decline to vote together make a majority of the Youth Congress, the Speaker shall declare a quorum present, and vote shall be decided by the majority of those voting, and further proceedings under the call shall be considered as dispensed with.

(d) It shall not be in order to make or entertain a point of order suggesting the absence of a quorum before or during the prayer, during the administration of the oath, during the reading of the Journal, during a Call of the Congress, or during the

consideration of miscellaneous business, announcements, or adjournment. Once the presence of a quorum is established, no such point of order may be made or entertained until additional business intervenes.

**Section 3. Calls of the Roll.**

(a) Upon every Call of the Roll (other than the Clerk’s Roll at the opening of the First Regular Session of a Legislature), the names of the members shall be called alphabetically by surname, except that if two members have the same surname the whole name shall be called. After calling the names of all the members, the Clerk shall call again the names of members not responding to the first call. Members appearing after the second call, but before the result is announced may vote or announce their presence as appropriate to the call. The Clerk shall enter the names of absent members upon the journal.

**Section 4. No Suspension of Rule IV.** The Speaker shall not entertain a request for the suspension of Rule IV by unanimous consent or otherwise.

**RULE V. DECORUM AND DEBATE.**

**Section 1. Language of Proceedings.** Legislative proceedings may be conducted in English, Chamorro or Carolinian, as deemed appropriate by the Youth Congress.

**Section 2. Sitting in or Entering the Chamber.** No member may sit at the desk of the Speaker, or of another member, or of the Clerk, except by permission of the Speaker. Only members, officers, and authorized employees of the Youth Congress may enter upon the Floor of the Youth Congress during a session. At the invitation or with the permission of the Speaker, other persons may enter upon the Floor of the Youth Congress during a session.

**Section 3. Communications Media.** The Speaker may assign a portion of the gallery or other area for use of members of the press and other representatives of public communications media desiring to report the proceedings of the Youth Congress to the public: Provided, that such use shall not be permitted to interfere with such proceedings.

**Section 4. Recognition.** When a member desires recognition, he/she shall raise his/her hand and address the Speaker. When recognized, he/she shall confine himself/herself to the question under debate and the purpose for which he/she sought recognition. The Speaker shall not recognize a member for the purpose of speaking to a motion for a second time until every member wishing to speak on the question has had an opportunity to be heard. Only members may address the Youth Congress while it sits in session except when the Youth Congress sits as a Committee of the Whole.

**Section 5. Holding the Floor and Manner of Address.**

(a) A member shall continue to hold the Floor until such time as he/ she ceases to speak on the question or otherwise yields the Floor, except that no member may speak more than five minutes each time he/she is recognized: Provided, that no member shall be recognized to speak more than twice upon consideration of a Bill or Resolution.

(b) A member shall refer to his/her fellow members as “Senator \_\_\_\_\_”, and all personal references shall be avoided.

(c) No member shall hold the Floor nor speak for more than five minutes during Miscellaneous Business and Announcements. No member shall debate another member during Miscellaneous Business and Announcements.

**Section 6. Closing Debate and Voting on the Question.** The Speaker may close debate and call for a vote on the question before the Youth Congress, at any time that he/she is satisfied that every member desiring to speak on the question has spoken or has had an opportunity to do so, subject to the objection of any member which shall be decided upon appeal to the Youth Congress. Alternatively, he/she may entertain at any time a motion for the previous question, pursuant to Rule X, Section 7.

**Section 7. Point of Order.** When a member believes the Rules are being violated, he/she may interrupt the proceedings to make a point of order. When recognized, he/she shall specify the rule being violated. The point of order is not

debatable; however, the Speaker, before ruling under Rule II, Section 2(f), may permit the member additional time to be heard on such point of order and may permit such other member to speak to such point, as he/she deems appropriate. If the ruling of the Speaker is appealed to the Youth Congress, the member raising the point of order and the Speaker shall each have five minutes to explain their positions on the ruling to the Youth Congress.

**Section 8. Dress Code.** All members and officers appearing on the Floor of the Youth Congress shall be in business attire.

**Section 9. Interruptions.** No member may engage in private conversations when the Speaker or another member is speaking. When the Speaker is putting a question or addressing the youth Congress, no member may leave the Chamber nor walk between a member who is speaking and the Speaker.

**Section 10. Disorderly Manner of Members.** No member shall conduct himself/herself in a disorderly manner during any session of the Youth Congress. Disorderly conduct includes the use of profane language during Youth Congress proceedings. If the member shall persist in his/her disorderly conduct, the Speaker may order the Sergeant-At-Arms to take such action as the Speaker deems necessary to restore and maintain order.

**Section 11. Discipline of Members.** The Youth Congress may discipline its members by censure, or by such other punishment as the Youth Congress may deem proper, for disorderly conduct, neglect of duty, or violation of the oath of office. The Youth Congress may also suspend or expel a member by a three-fourths vote of the total membership of the Youth Congress, for commission of treason, a felony, breach of the peace, or violation of the Rules.

**Section 12. Disturbance.** In case of disturbances or disorderly conduct, the Speaker may direct the Sergeant-At-Arms to clear the Youth Congress of all persons, except members, officers and authorized employees in order to abate the disturbance or disorderly conduct.

## **RULE VI. ORDER OF BUSINESS**

**Section 1. Order of Business.** After prayer or a moment of silence, the daily order of business in the Youth Congress shall be as follows:

- (1) Roll Call;
- (2) Reading and Approval of the Journal of the Day unless the Youth Congress, by motion, dispenses with such reading;
- (3) Public Comments;
- (4) Introduction of Bills;
- (5) Introduction of Resolutions;
- (6) Youth Congress communications;
- (7) Reports and communications from the Executive Branch;
- (8) Reports and communications from the Legislative Branch;
- (9) Reports and communications from the Judicial Branch;
- (10) Reports and communications from the CNMI Delegate to the United States Congress;
- (11) Other Communications;
- (12) Reports of Standing Committees;

- (13) Reports of Special Committees;
- (14) Unfinished business, upon which the Youth Congress was engaged at the time of its last adjournment;
- (15) Resolution Calendar;
- (16) Bill Calendar including First and Second Reading of Youth Congress Bills;
- (17) Miscellaneous Business; and
- (18) Announcements.

**Section 2. Same; First Day of First Regular Session.** Notwithstanding the provisions of Section 1 of this Rule, the order of business on the first day of the First Regular Session shall be as follows:

- (1) Call to Order;
- (2) Call of the Roll by School;
- (3) Appointment of Credentials Committee and Adoption of Credentials Committee Report;
- (4) Swearing-In of members;
- (5) Adoption of CNMI Youth Congress Rules;
- (6) Election of Speaker;
- (7) Election of Vice Speaker;
- (8) Election of Floor Leader;
- (9) Election of Legislative Secretary;
- (10) Notification to Governor and Presiding Officers of the Legislature;
- (11) Communications;
- (12) Statement by members;
- (13) Public Comments;
- (14) Announcements;
- (15) Adjournment.

**Section 3. Interruptions of Order of Business.**

(a) Except as provided in subsection (b), privileged matters which may interrupt the order of business, upon recognition by the Speaker, are as follows:

- (1) Motions to adjourn, or to adjourn to a day and time certain;
- (2) Motions to recess for or to a set time or to the Call of the Presiding Officer;
- (3) Reception of messages;

- (4) Consideration of conference reports or amendments between the Youth Congress;
- (5) Motion to request or agree to a conference;
- (6) Questions of privilege.

(b) Matters set forth in subsection (a) shall not interrupt a member who has the Floor unless the member yields, nor shall they interrupt any vote of Call of the Roll, nor be in order in the Committee of the Whole, except questions of privilege arising from the proceedings therein.

## **RULE VII. COMMITTEES GENERALLY**

**Section 1. Types of Youth Congress Committees.** There shall be standing committees created by the Rules. Special committees may be established by the Speaker as required to consider and report on such special or temporary matters as are referred to them. The Speaker Pro Tem shall appoint three members to a Credentials Committee on the First Day, First Regular Session for the purpose of verifying the credentials of the in-coming Senators-elect. The credentials Committee shall report to the Youth Congress before such time that the Senators-elect are sworn into office. Special and conference committees shall be temporary committees, which shall remain in existence until discharged by the Speaker, subject to appeal to the Youth Congress. The Youth Congress may, by a majority vote of the members present and voting, resolve itself into the Committee of the Whole, consisting of the entire membership of the Youth Congress, whenever, it decides to consider a matter as a committee. The Committee of the Whole shall remain in being until such time as it dissolves itself and reports back to the Youth Congress. A quorum in the Committee of the Whole shall be the same as in the Youth Congress.

**Section 2. Order of the Youth Congress.** All committees of the Youth Congress shall be subject to the orders of the Youth Congress and shall faithfully carry out such orders.

**Section 3. Powers and Authority of Committees.** Each committee of the Youth Congress is hereby authorized to study and analyze all facts relating to the subject which would fall within its jurisdiction as indicated by the Rules, including necessary revision of existing laws, other legislation relating to such subjects, investigate the need for legislation in a particular area, and to oversee activities carried out pursuant to laws regarding such subjects, and for such purposes shall constitute an investigating committee.

**Section 4. Duties of Committees.** It shall be the duty of the committee to make a diligent and careful inquiry and investigation into all of the facts and circumstances connected with bills, resolutions or other matters referred to it, and to report its recommendations on any matter it deems worthy of consideration by the Youth Congress.

### **Section 5. Meetings.**

(a) Meetings of the committees shall be open and public in accordance with the "Open Government Act" and 1 CMC §1610. No committee may sit at a time when the Youth Congress is meeting.

(b) Three members of a committee shall constitute a quorum to hold a public hearing or meeting. Proxy voting shall not be permitted. The rules of the Youth Congress shall govern the meetings of committees, insofar as they are applicable. Committees may adopt additional rules to govern their procedures.

(c) The Chairperson of a standing or special committee may arrange for a public hearing or a joint meeting or his/her committee with another committee of the Youth Congress.

(d) Notice of committee meetings shall be in accordance with Rule III. The public shall be given opportunity to comment at committee meetings.

### **Section 6. Attendance.**

(a) Every committee member shall be present at committee meetings called by the Chairperson, unless the committee member has given prior verbal or written notice to the Chairperson and has the approval of the Chairperson to be absent.

(b) A committee member may appear, participate and vote in a committee meeting electronically using video conferencing platforms via telephone, computer or any other device provided the member is physically within the Commonwealth.

**Section 7. Appointment and Removal of Members.**

(a) Members of special committees shall be appointed by the Speaker, subject to appeal of the Youth Congress.

(b) Members of standing committees shall be appointed by the Speaker. The Speaker shall not be a member of any standing committee but may sit in committee meetings.

(c) The Speaker shall have the right to remove a Chairperson, Vice-Chairperson, or member from a committee subject to appeal of the Youth Congress.

**Section 8. Chairperson and Vice Chairperson.**

(a) The Chairperson and Vice-Chairperson of each standing or special committee, and the Chairperson of the Committee of the Whole for each individual matter referred to it, shall be appointed by the Speaker.

(b) The Chairperson of each committee shall call meetings, preside at committee meetings, prepare and post the agenda, invite witnesses to appear before the committee, and prepare committee reports subject to the requirements of the Rules. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence.

**Section 9. Committee Reports.**

(a) A special committee shall report within the time allowed by the Speaker. Standing and special committees shall submit their reports in writing to the Clerk who shall number the reports consecutively in the order received, cause such reports to be reviewed for legal sufficiency, reproduced, and furnished each member of the Youth Congress at least seventy-two hours prior to the session at which it is to be considered. A committee report shall state findings of facts and conclusions based thereon together with a specific recommendation as to the manner in which the bill, resolution, or other matter referred to the committee should be disposed of by the Youth Congress. A report on a bill or resolution shall show clearly any proposed amendments and the Clerk shall place such a bill or resolution on the appropriate calendar.

(b) A report shall be considered adopted by a committee when the Chairperson and a majority of the members of the committee have signed the report concurring therein. A member or members not concurring in the report of the majority may so indicate by submitting a minority report, which shall be attached to the committee report, or by signing with "I do not concur."

(c) When a committee recommends that a bill or resolution be formally filed (indefinitely postponed), the recommendation is reported to the Youth Congress floor as a committee report to be confirmed by majority vote. Adoption of the committee report by the members has the effect of officially filing the bill or resolution.

(d) When, by majority vote, the Youth Congress adopts a committee report recommending favorable action on a bill or resolution, the bill or resolution as reported by the committee shall be placed on the appropriate calendar for Youth Congress floor action.

(e) There shall be no requirement of a committee report for bills recommended to be filed.

**Section 10. Rights of Members.** A majority of the members of a committee may require the Chairperson to place any bill, resolution or other matter referred to the committee on the agenda for the committee consideration, to submit any bill, resolution or other matter to the committee for its decision, to report promptly any bill referred to the committee, and to call up such bill for prompt consideration by the Youth Congress and to request that the Youth Congress discharge the Committee from further consideration of any matter which has been referred to it.

## **RULE VIII. STANDING COMMITTEES**

The Standing Committees of the Youth Congress shall be as specified herein.

**Section 1. Ways and Means.** The Committee on Ways and Means shall consist of not more than **four to five** members, including at least one member representing Rota and one member representing Tinian. It shall be the duty of this Committee to consider all bills, resolutions and other matters referred to it by the Youth Congress relating to taxes and other revenues; proposed expenditures; government contracts; government bonds; federal grants; the financial administration of the Commonwealth of the Northern Mariana Islands; and related matters. Bills, and resolutions or other matters referred to the Committee on Ways and Means pertaining to the subject matter of another standing committee may be referred by the Committee on Ways and Means to such committee for preliminary examination and report.

**Section 2. Resources, Economic Development, and Tourism.** The Committee on Resources, Economic Development, and Tourism shall consist of not more than **four to five** members. It shall be the duty of this committee to consider and report on all bills, resolutions and other matters referred to it by the youth Congress pertaining to business, economic development, tourism, and the state of the natural resources of the Commonwealth, including long range planning and policies; fisheries and ocean resources; public lands and land taking; housing; building and zoning codes; land management; parks and recreation; water and soil conservation; energy and related matters.

**Section 3. Health and Welfare.** The Committee on Health and Welfare shall consist of not more than **four to five** members. It shall be the duty of this committee to consider and report on all bills, resolutions and other matters referred to it by the Youth Congress pertaining to health care and planning, including mental and environmental health and ecology; consumer protection; environmental protection; the social well being of the people, including youth and senior programs; food stamp and welfare programs; and related matters.

**Section 4. Education.** The Committee on Education shall consist of not more than **four to five** members. It shall be the duty of this committee to consider and report on bills and resolutions and other matters, referred to it by the Youth Congress pertaining to education, including student financial assistance and vocational education programs; matters relating to the Division of Youth Services, the Juvenile Detention Hall, and the rehabilitation of youth offenders.

**Section 5. Judiciary and Governmental Operations.** The Committee on Judiciary and Governmental Operations shall consist of not more than **four to five** members. It shall be the duty of this Committee to consider and report on all bills, resolutions and other matters referred to it by the Youth Congress pertaining to civil and criminal law; traditional rights; judicial administration and organization; governmental organization; judicial and executive appointments; suffrage and elections, citizenship, statute revision; civil service, inter-island relations; and related matters.

**Section 6. Committee on Summit and Activities.** The Committee on Summit and Activities shall consist of not less than **four to five** members and shall consist of at least one Representative from each Senatorial District. It shall be the duty of this Committee to spearhead the planning of the annual Youth Summit, in collaboration with other agencies. The committee is also responsible in the planning of various activities that the Youth Congress participates in.

**Section 7. Sports and Recreation.** The Committee on Education shall consist of not more than **four to five** members. It shall be the duty of this committee to consider and report on bills and resolutions and other matters, referred to it by the Youth Congress pertaining to the children and youth of the Commonwealth of the Northern Mariana Islands and their activities, to the promotion and activities of sports and recreation, in collaboration with the Department of Community and Cultural Affairs and the Division of Parks and Recreation; the promotion and activities of Interscholastic goodwill games between the different schools in the Northern Marianas.

## **RULE IX. BILLS, RESOLUTIONS AND AMENDMENTS**

**Section 1. Property of the Youth Congress.** All bills and resolutions prefiled or introduced in the Youth Congress, and committee reports thereon, shall be deemed the property of the Youth Congress, under its control, and shall constitute a public record.

**Section 2. Types of Bills and Resolutions.** The following types of bills and resolutions may be considered in the Youth Congress:

(a) A Youth Congress Bill (Y.C.B.), which shall propose new law, changes in or repeal of existing law, or appropriation.

(b) A Youth Congress Resolution (Y.C. Res.), which expresses the sentiments or will of the Youth Congress alone and requires action only by the Youth Congress.

(c) Commemorative Resolution (Y.C.C. Res.).

(1) Defined. Commemorative resolutions are hereby defined as resolutions expressing praise, approval, congratulations or condolences of the Youth Congress upon incidents or occasions of particular public interest, including but not limited to state funerals, outstanding individual achievement by Commonwealth athletes, scholars, or artists, days of national celebration or mourning, etc..

(2) Enactment. Commemorative resolutions may be temporarily enacted upon the request of any member and by signature of the Speaker and one other officer. Such a temporary request of any member and by signature of the Speaker and one other officer. Such a temporary enactment shall be valid and in force until the next Youth Congress meeting. If the commemorative resolution is duly approved by a majority of a quorum, then it shall be permanently enacted and shall be entered into the Youth Congress record. If the commemorative resolution is not approved in session, the resolution will be canceled and will lose all validity and effect.

**Section 3. Format of Bills and Resolutions.**

(a) All bills and resolutions shall be printed out two spaces upon paper which is traditional letter size, leaving a left margin of one-and-one-half inches and with the number appearing on each line at the left margin.

(b) Bills and resolutions for introduction shall be submitted in an original, which shall be signed by the member introducing the measure at the last page thereof, and the name of such member shall be typed or printed legibly under the signature. The introducer thereof may permit other members to affix their signatures to the measure. When a member wishes to indicate he/she is introducing a measure by specific request without necessarily agreeing with it, he/she may affix the words “(By Request)” after his/her signature.

(c) Bills and resolutions for introduction may be prefiled with the Youth Congress Clerk for formal introduction at the next session, provided that it is prefiled not less than 72 hours before that session and appears on the session agenda as required by Rule III. The 72-hour notice and agenda requirements may be dispensed with only in accordance with Rule III.

(d) All bills must be reviewed by the Legislative Counsel for legal sufficiency prior to introduction on the floor except that a bill may be introduced on the floor without such review if the bill is referred to an appropriate committee pursuant to Rule IX, Section 8(a).

(e) The author of a bill and resolution may authorize any co-sponsor or other member to formally introduce a bill or resolution on the floor if the author is absent during a session. Such authorization must be in writing.



**Section 4. Numbering of Bills and Resolutions.** Youth Congress bills and resolutions shall be dated by the Clerk on the day introduced, and shall be numbered by the type of measure followed by numerals in consecutive order, corresponding with their respective order of introduction. The first time a Youth Congress Bill or resolution is reprinted after being amended in the Youth Congress, the designation “Y.C.D.1” shall be appended after the number designation of the bill or resolution to indicate “Youth Congress Draft 1”. Each time the bill or resolution is subsequently amended in the Youth Congress, the number designation shall be increased by one, and only the latest such designation shall appear.

**Section 5. Form of Bill.** To pass First and Second Reading, each bill shall:

(a) Contain an enacting clause reading: “Be it enacted by the Commonwealth of the Northern Marianas Islands Youth Congress”;

(b) Embrace but one subject and matter properly connected with it, which subject shall be expressed in the title, all in accordance with Article II, Section 5 (b) of the Constitution.

**Section 6. Duplication and Distribution of Bills and Resolutions.** The Clerk shall provide each member with a copy of each bill and each resolution and each amended copy thereof, prior to First Reading following the report with amendments by a committee, at the time of transmittal, or after amendment of the floor if otherwise required by this Rule.

**Section 7. Referral of Bills and Resolutions.**

(a) Bills and resolutions shall be read by title upon introduction and (except as provided in subsection (b), the Speaker shall refer such measures to an appropriate committee or to more than one committee, jointly or sequentially. The Clerk shall endorse such reference on the measure before duplication and shall enter such reference upon the Journal. In the case of error of reference, correction may be made by the youth Congress, with debate, immediately after the reading and approval of the Journal, by unanimous consent, or upon motion of either committee claiming jurisdiction or the committee to which the measure has been erroneously referred.

(b) The Speaker may place a resolution directly on the Resolution Calendar, rather than refer it to a committee, subject to appeal to the Youth Congress.

**Section 8. First Reading of Bills and Resolutions.**

(a) When a bill or resolution is read in the Youth Congress the first time, the Clerk shall report the bill by title, unless a majority orders it read in full, or by such subdivisions as the motion to read may indicate. The Youth Congress shall then proceed to debate the measure, and no other amendment shall be in order until all committee amendments shown in the Committee Report are disposed of, except that such committee amendments shall themselves be subject to amendment. At the conclusion of debate the Youth Congress shall vote on passing the measure on First Reading after affording an opportunity for one motion to recommit with or without instructions. If the Measure passes with amendments, the Clerk shall engross such amendments and cause the measure, or any page thereof, to be reprinted as provided in Section 4 and 6 of this Rule.

(b) If a bill passes First Reading, the Clerk shall place it on the Bill Calendar for Second Reading the next legislative day.

(c) First Reading of a resolution shall be the only and final reading, and upon its passage, the Clerk shall dispose of it pursuant to Section 12 of this Rule.

**Section 9. Second Reading of Bills.**

(a) When a bill is read in the Youth Congress a second time, it shall be considered in the same manner as for First Reading, except that further amendments shall be in order without regard to whether or not they are proposed by the committee reporting the bill.

(b) Second Reading of a bill shall be the final reading, and upon its passage, which shall be by Call of the Roll, the Clerk shall dispose of it pursuant to Section 11 of this Rule.

**Section 10. Public Comment on Bills and Resolutions.**

(a) Except as otherwise provided in these rules prior to enacting a bill or resolution introduced in the Youth Congress, the Youth Congress or a committee thereof shall in the case of bills or resolutions introduced in the Youth Congress and may in the case of other bills or resolutions, afford interested persons the opportunity to submit data, views, or arguments, orally or in writing. The Youth Congress or a committee thereof may convene a committee meeting, a public hearing, or other open and public meeting to receive testimony. Agendas of such open and public forums shall comply with notice requirements of Rule III and may consider a single or multiple bills or resolutions.

(b) Prior to a vote on final passage, the Speaker and Clerk shall confirm that a bill or resolution has been offered for public comment in conformity with these rules. Except for commemorative resolutions, no bill or resolution that has not been offered for public comment shall be finally passed.

**Section 11. Amendments.** Amendments to bills or resolutions may be offered on the Floor by any member; provided, that the proposed amendment is in writing and is germane to the measure. Such amendment shall be read by the Clerk. If the Speaker, subject to appeal, deems it necessary, the Clerk shall reprint any portion of the measure affected by passage of any amendment, prior to a vote on passing the measure. No amendment proposing legislation shall be in order on an appropriations bill. Only two degrees of amendment are in order, except that a member may offer a substitute amendment embracing the same subject to one additional degree of amendment. If an amendment is defeated it shall not be in order again during the same reading of a measure.

**Section 12. Certifying and Transmitting of Bills and Resolutions.** When a bill or resolution passes, it shall be certified by the Speaker and attested to by the Legislative Secretary, except as provided in Rule II, Section 6(c) herein, noting the day of its passage. The Clerk shall transmit to the Presiding Officers of the CNMI Legislature all bills or resolution which have been passed or adopted by the Youth Congress.

**RULE X. MOTIONS**

**Section 1. Seconding.** No motion may be considered by the Youth Congress until it has been seconded. This requirement shall not apply to points of privilege, information, or order, or to request to withdraw a motion.

**Section 2. Property of the Youth Congress.** After a motion is stated by the Speaker or read by the Clerk, it shall be the property of the Youth Congress and shall be disposed of by the Youth Congress unless withdrawn as provided in this Rule.

**Section 3. Main and Subsidiary Motions.** A member of the Youth congress may be the mover of a main motion at the time provided for in the order of business, which main motion shall have its purpose of carrying out of business of the Youth Congress. Whenever any main motion shall be under discussion, the only subsidiary motions relative thereto which shall be entertained are:

- First: For the previous question;
- Second: To lay on the table;
- Third: To defer to a date certain or indefinitely;

- Fourth: To commit or recommit to a committee with or without instruction from the Youth Congress;
- Fifth: To amend.

which motion shall have precedence in the order named. The first, second, and third motions shall be decided without debate and shall be put to vote as soon as made and seconded. The fourth and fifth motions and the main motion shall be subject to debate and shall be put to vote in accordance with the provisions of this Rule. When the fifth motion has been adopted, its relevant language shall automatically become a part of the main motion.

#### **Section 4. Privileged Motions and Questions of Privilege.**

(a) A member, when recognized, may be the mover of a privileged motion at any time such a motion is appropriate to the order of business. A privileged motion shall take precedence over main and subsidiary motions and shall be disposed of before the Youth Congress proceeds with the order of business.

(b) A member, when recognized, may raise a question of privilege concerning a matter which relates to him or her as a member of the Youth Congress or which relates to the privileges or welfare of the Youth Congress. When a member raises a question of privilege, the Speaker shall interrupt the proceedings of the Youth Congress. When a member raises a question of privilege, the Speaker shall interrupt the proceedings of the Youth Congress and ask the member to briefly state his/her question. The question shall not be debatable, except that the Speaker may allow the right of reply. If the Speaker rules that the member raises a valid question of privilege, and such member proposes a motion or resolution incident thereto, such motion or resolution shall become the pending business of the Youth Congress and be subject to debate or subsidiary motion as provided in Section 3 of this Rule.

(c) A member, when recognized, may move to recess for or to a specific time, or subject to the call of the Presiding Officer. The motion to recess shall be decided without debate and shall be put to vote as soon as possible. The Speaker may recess the Youth Congress for or to a specific time or subject to the call of the Presiding Officer.

(d) Only the Floor Leader shall, when recognized, move to adjourn, and such a motion shall take precedence over all other such motions. The motion shall be decided without debate and shall be put to vote as soon as made: Provided, that the motion to adjourn to a day and time certain or sine die shall be subject to debate and amendment. If the motion to adjourn is adopted, action on the question before the Youth Congress shall be discontinued and shall be considered on the next meeting day as unfinished business. If the motion to adjourn is defeated, such a motion shall not again be in order until additional business intervenes.

#### **Section 5. Incident Matters.**

(a) A member may raise a point of information regarding the procedure governing the disposal of a matter or motion before the Youth Congress. When a member rises to a point of information, the Speaker shall ask the member to state his/her procedural point. The point shall not be debatable. The Speaker shall respond to the point of information as soon as raised or request another member of the Youth Congress to respond. The Speaker may consider the question improper and choose not to consider the point if it does not address the procedures for disposal of a matter or motion before the Youth Congress. A point of information may not be used to make a statement or engage in debate.

(b) A member may raise a point of order at any time the point is relevant to the order of business, pursuant to Rule V, Section 7 or when another member is speaking on a matter irrelevant to the matter under discussion.

(c) A member may ask unanimous consent to accomplish any reasonable purpose not forbidden by the Constitution, except no member may ask unanimous consent for the suspension of Rules I (Organization of the Youth Congress) or IV (Attendance and Quorum). If no member present objects, the request is considered to be agreed to. A member may reserve the right to object in order to briefly question the requesting member as to the purpose or effect of the request.

(d) A member may ask to withdraw his/her motion. When a member asks to withdraw his/her motion, the Speaker shall interrupt the proceedings and permit the motion to be withdrawn if there has been no decision on or amendment to the

motion as of the time the member requests withdrawal of this motion. Otherwise the motion may be withdrawn by unanimous consent.

(e) A member may move for division of a question when he/she finds two or more specific subjects within the same general subject of a bill, resolution, or other question before the Youth Congress and desires that each such specific subject be considered and voted on separately. When a member moves for division of the question, the Speaker shall interrupt the proceedings and permit the member to make his/her motion, which shall specify the specific subjects to be considered and voted on separately. The motion shall be decided without debate and shall be put to vote as soon as made. If the motion for division of the question is adopted, final passage of a bill or resolution shall be considered and voted on as a single entity as provided in these Rules.

(f) A member may move to suspend one or more sections or paragraphs of these Rules. Such a motion shall state the specific purpose to be accomplished by suspension of the Rules and the specific sections or paragraphs of the Rules which shall be suspended. The Speaker may decline to recognize a member for the purpose of moving to suspend the Rules. When recognized for such purpose, the member shall have ten minutes to explain his/her reasons for the desired suspension, and one member in opposition shall have ten minutes for reply. Either member may waive his/her time. The motion shall require two-thirds vote of the members present for adoption; provided, that Rule VII, Section 9 and Rule IX, Sections 9 and 10 may be suspended by a majority vote of the members present for adoption. Any suspension of the Rules shall terminate when the specific purpose to be accomplished by suspension of the Rules has been disposed of by the Youth Congress. The Rules shall not be suspended regarding consideration of the current question before the Youth Congress, except by unanimous consent.

**Section 6. Motion to Reconsider.** When a main motion has been made once and carried in the affirmative or negative, it shall be in order for any member of the Youth Congress to move to reconsider it on the same or succeeding day of the session during the appropriate order of business. The motion to reconsider is debatable. A simple majority shall be required for passage. When a motion for reconsideration has been defeated, a second motion for reconsideration of the same question shall not be in order.

**Section 7. Previous Question.** A member may move for the previous question which shall be decided without debate and shall be put to vote as soon as made and seconded. The adoption of the motion for the previous question shall close debate and require the Speaker to put the previous question before the Youth Congress for a vote.

## **RULE XI. VOTING**

**Section 1. Methods of Voting.** There shall be three methods of voting:

- |         |   |
|---------|---|
| First:  | By voice;   |
| Second: | By standing or raising hands; and   |
| Third:  | By Call of the Roll of the members and a recording of the vote of each member by the Clerk. |

**Section 2. Voice Vote.** Voice vote shall be the usual and ordinary method of voting in the Youth Congress. Whenever the Youth Congress shall be ready to vote on any question, the Speaker shall state the question. He/she shall then request all those in favor of the motion to vote "Yes" in a clear, loud voice. Following this, he/she shall request all those against the motion to vote "No" in a clear, loud voice. The Speaker shall then announce the results of the vote to the Youth Congress.

**Section 3. Standing Vote or Raising of Hands.** If any member doubts the results as announced by the Speaker, he/she may request a standing vote or raising hands. The Speaker shall again state the question. He/she shall then call upon those in favor of the motion to stand or raise their hands and be counted by the Clerk who shall report the number standing or the hands raised to the Speaker. The Speaker shall then call upon those against the motion to stand or raise their hands and be counted by the Clerk who shall report the number standing or the hands raised to the Speaker. Any member failing to stand or raise his hand in favor or against the motion shall not be counted. The Speaker shall announce the result to the Youth Congress.

**Section 4. Call of the Roll.** Subject to Section 5 of this Rule, if at least five members present shall request a Call of the Roll, then the Speaker shall announce a Call of the Roll. The Speaker shall state the question calling upon those in favor of the motion or nomination to respond “Yes” and those opposed to the motion to respond “No” when their names are called. The Clerk shall call the roll, recording the vote of each member in the Journal. He/she shall inform the Speaker of the results of the Call of the Roll, who shall in turn announce the results of the vote to the Youth Congress. The Speaker may require a Call of the Roll at his/her discretion. Call of the Roll is automatic in the absence of a quorum if a vote is subjected to for such reason.

**Section 5. Non-Voting.** If any member in the Youth Congress fails to respond to the call of his/her name upon a roll call, his/her name shall be called again and if he/she fails to respond to the call of his/her name upon the second Call of the Roll, he/she may vote present, otherwise the Clerk shall record him/her as absent, except as provided in Rule IV, Section 2.

**Section 6. Conflict of Interest.** Pursuant to Article II, Section 15 of the Commonwealth Constitution, and to the applicable provisions of Public Law 17-22, no member shall vote or participate in debate upon any matter in which he/she has a financial or personal interest, or upon any matter which will affect his right to a seat in the Youth Congress or in which his/her individual conduct is involved. Disclosure shall be made, in writing, to the Speaker, prior to discussion on the floor.

**Section 7. Change of Vote.** A member shall not vote or change his/her vote after the announcement of the result of the vote by the Speaker.

**Section 8. Action of the Youth Congress.** Any action of the Youth Congress shall require an affirmative vote of a majority of the members present unless otherwise provided by these Rules.

## **RULE XII. ADMINISTRATION**

**Section 1. Management.** The administrative affairs of the Youth Congress of Representatives shall be jointly managed by the leadership committee, composed of the Speaker, Vice Speaker, Floor Leader, and Chairperson of all the Standing Committees.

### **Section 2. Attendance and Travel.**

(a) The Speaker shall certify the attendance of members upon official legislative business. Members who are off-island due to official business will be counted as present under Rule IV, Section 1; provided, that such member may not be counted for purpose of constituting a quorum for voting purposes.

(b) Members who travel on official business shall submit a written or oral trip report to the Youth Congress during the next regular session after their return. The report shall summarize the official business activities undertaken during the trip. If no report is submitted, the cost of travel shall be deducted from the member’s salary.

### **Section 3. Budget Plan, Financial Report and Inventory.**

(a) The Speaker shall issue a budget plan for the expenditure of Youth Congress funds and shall thereafter issue an annual report and full accounting of the finances and property of the Youth Congress. The report shall be made public.

(b) Each year the Speaker shall request the Public Auditor or his designee to audit the financial accounts and inventory records of the Youth Congress. The audit report shall be made public.

**Section 4. Employee(s) of the Youth Congress.** Pursuant to 1 CMC, §1613 as established by Public Law 17-22, the Youth Congress may hire essential staff subject to the availability of funds.

**Section 5. Purchases and Payments.** Purchases made by the Youth Congress and chargeable to funds available to the Youth Congress shall be made in accordance with CNMI Procurement Policy. Purchases shall be previously approved in writing by the Speaker and any other Government Officials as provided by law. Such person shall direct the proper department of the Commonwealth Government to pay all lawful bills and accounts included within the expenses of the Youth Congress for which provision is made by law and which have been authorized by the Youth Congress and previously approved in writing by the Speaker.

**Section 6. Property of the Youth Congress.** With the exception of such property as is purchased by the members of the Youth Congress or Youth Congress employees solely from their salaries, all funds appropriated for the operation and activities of the Youth Congress shall be obligated and spent solely in furtherance of the official business of the Youth Congress. The official business of the Youth Congress shall not include obligations or expenses incurred by members or Youth Congress employees for the private gain or for the entertainment of any person.

**Section 7. Use of Property of the Youth Congress.** The Speaker and Legislative Bureau Director through the CNMI Procurement Office shall at all times control, administer, tag, and assign the property of the Youth Congress to the members or employees of the Youth Congress.

**Section 8. Drug Free Workplace Policy.**

All employees of the Youth Congress are subject to that certain Drug Free Workplace Policy, which was adopted by the 13<sup>th</sup> CNMI Legislature House of Representatives.

**RULE XIII. THE JOURNAL**

**Section 1. The Journal.** The Youth Congress shall keep a journal of its proceedings and shall compile and publish the Journal for each session of the Legislature. Journals of the Day compiled by the Clerk, and the statements of members appended to the Journals of the Day shall be kept by the Youth Congress, and may include such other matters as the Youth Congress or the Speaker may direct. The Clerk shall keep note of all questions of order not specified in these Rules and decided under Rule I, Section 1 and append them for publication in the Youth Congress Journal.

**Section 2. Contents.** The Journals of the Day shall account for the business and proceedings of the Youth Congress for each legislative day, including a summary of debate, the messages from the Governor, all other messages and communications, the time of the day the Youth Congress was called to order, recessed and reconvened (if appropriate), and adjourned, each question before the Youth Congress and its disposition, all votes and quorum calls, the titles of all bills and resolutions introduced together with their assigned numbers and reference, the full text of such part of any bill or resolution prior to amendment as may be necessary to make clear the effect of the proposed amendment. A tape recording shall be made of the business and proceedings of the Youth Congress for each legislative day. The Youth Congress Clerk shall maintain custody of the tape recordings for so long as it is required by the Speaker.

**Section 3. Reading of the Journal.** The Journal of each day shall be distributed the day following its preparation and shall be corrected or approved by vote of the Youth Congress; provided, that the Speaker shall correct and approve the Journal of the last days of the Congress. The Youth Congress, by majority vote of the members present, may dispense with such reading. Prior to the approval of the Journal of the Day, the Speaker may delete debate and statements which are inconsistent with Rule V, Section 10 and Rule XIV, 1 (a). Subsequent to the approval of the Journal of the Day, the Clerk, with the permission of the Speaker, may make non-substantive corrections therein, including such matters as spelling of words and grammatical construction of sentences.

**Section 4. Appendices.** Each member shall have the right to append to the Journal of the Day a statement explaining his/her vote on any bill, resolution or other matter being voted upon by the Youth Congress on that day. Such a statement or statements shall not exceed in total 300 words in a single day and shall be submitted to the Clerk on the day in which the action occurs.

**Section 5. Transmittal to the Northern Marianas College.** Pursuant to 1 CMC §9914, the Clerk shall transmit a copy of each journal adopted by the Youth Congress to the archives of the Northern Marianas College within thirty days of adoption.

## **RULE XIV. CODE OF OFFICIAL CONDUCT**

**Section 1. Code of Official Conduct.** There is established for the Youth Congress of based on the code of Official Conduct of the United States House of Representatives and which may be cited as the “Code of Official Conduct”:

(a) A member, officer, or employee of the Youth Congress shall conduct him/herself at all times in a manner, which shall reflect creditably on the Youth Congress.

(b) A member, officer, or employee of the Youth Congress shall adhere to the spirit and the letter of the Rules of the Youth Congress and to the policies thereof.

(c) A member, officer, or employee of the Youth Congress shall receive no compensation nor shall he/she permit any compensation to accrue to his/her beneficial interest from any source, the receipt of which would occur by virtue of influence improperly exerted from his/her position in the Youth Congress.

(d) A member, officer, or employee of the Youth Congress shall not accept gifts (other than personal hospitality of an individual or with a fair market value of \$35 or less) in any calendar year aggregating \$100 or more in value, directly or indirectly, from any person (other than from a relative of his or her) having a direct interest in business of the Youth Congress. The term “relative” means with respect to any member, officer or employee, a person who is: the father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, or who is the grandfather or grandmother of the spouse of the person reporting.

(e) A member, officer, or employee of the Youth Congress shall accept no honorarium for a speech, writing for publication, or other similar activity, from any person, organization, or corporation in excess of the usual and customary value for such services.

(f) A member, officer, or employee of the Youth Congress shall not discharge or refuse to hire any individual or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of the individual’s race, color, religion, sex, or national origins.

(g) A member of the Youth Congress who has been convicted by a court of record for the commission of a felony should refrain from participation in the business of each committee of which he/she is a member and should refrain from voting on any question at a meeting of the Youth Congress, or of the Committee of the Whole Youth Congress, unless or until judicial or executive proceedings result in reinstatement of the presumption of his/her innocence or until he/she is reelected to the Youth Congress after the date of such conviction.

(h) A member of the Youth Congress shall not authorize or otherwise allow a non-Youth Congress individual, group or organization to use the words “Northern Marianas Commonwealth Legislature”, “Youth Congress”, or “Official Business”, or any combination of words thereof, in any letterhead or envelope.

(i) In the event that there is a conflict between this Rule and P.L. 8-11, (“Government Code of Ethics”), the provisions of P.L. 8-11 shall prevail.

### **Section 2. Special Standing Committee on Official Conduct and Ethics.**

(a) The Special Standing Committee on Official Conduct and Ethics shall consist of seven members: the Chair, Vice Chair and five members shall be appointed by the Speaker in consultation with the Committee on Rules. Each member shall make an affirmation, under oath, that he/she will perform his/her duties as provided in this section, and that he/she will not disclose confidential information acquired by him/her as a result of his/her participation in the work of the Committee.

(b) It shall be the duty of the Committee to:

(1) Propose rules relating to Youth Congress ethics and revisions or amendments thereto. The amendments submitted to the Congress for adoption shall be approved in accordance with Rule XV, section 1.

(2) To recommend other legislation relating to legislative ethics.

(3) To develop advisory opinions to systematically establish criteria on which subsequent decisions can be based.

(4) Investigate possible unethical conduct of Youth Congress members and employee(s).

(c) The Committee shall issue advisory opinions with regard to standards of ethical conduct for Youth Congress members and employees in accordance with the following procedures:

(1) Requests for advisory opinions may be made by Youth Congress members, employees, or members of the public. A request must be stated hypothetically unless the individual requests a specific opinion concerning his/her own conduct. Requests must be written, signed, and directed to the Chairman of the Committee on Official Conduct and Ethics. Requests must be written, signed, and directed to the Chairman of the Committee on Official Conduct and Ethics. Requests shall be known only to the Chairperson, unless such confidentiality is waived in the request.

(2) Within thirty days of the receipt of a request, unless delay is unavoidable, the Committee shall either:

(A) Issue a written advisory opinion, which shall not contain information which reveals the identity of any individual; or

(B) Notify the person requesting such opinion that the request is beyond its jurisdiction, or that there are insufficient facts upon which an opinion can be based, or that the request is frivolous, or that the request is made for the purpose of harassment.

If delay is unavoidable, the person requesting the opinion shall be notified as to the status of the request within said thirty-day period and at thirty-day intervals until such time as action is taken.

(3) Upon receipt, request shall be assigned a reference number. The Committee shall maintain and keep current for public inspection a status sheet that shall contain with respect to each request:

(A) Its reference number;

(B) The date received by the Chairperson; and

(C) Its present status.

(4) The Youth Congress Clerk shall make available to the public copies of the status sheets and advisory opinions issued by the Committee.

(d) The Committee shall have the following powers, duties, and functions:

(1) Issue advisory opinions pursuant to Subsection (c).

(2) To provide a continuing program of education, assistance, and information to Youth Congress members and employees with regard to P.L. 8-11 as it applies to Youth Congress ethics and official conduct.

(3) To make such rules for its own functioning and exercise such powers as may be appropriate for the discharge of the responsibilities of the Committee not in conflict with this Section or the Official Rules of the Youth Congress.

(4) Investigate possible unethical conduct by Youth Congress members or employees. Any such investigation shall be conducted in accordance with the following procedures:



(A) A complaint may be filed by a Youth Congress member, a Youth Congress employee, or member of the public. Complaints must be written, signed under oath, and directed to the Chairperson of the Committee. The Committee shall determine if the complaint is within its jurisdiction and whether there are sufficient facts alleged which if true may support a finding of unethical conduct.

(B) If the Committee finds that the complaint is not within its jurisdiction, or is frivolous, or is made for the purpose of harassment, or that there are insufficient facts alleged which if true may support a finding of unethical conduct, it shall dismiss the complaint, so notify the complainant, the person charged, and the public with a copy of the complaint and the Committee's reasons for dismissal.

(C) If the Committee finds that a complaint is within its jurisdiction and there are sufficient facts alleged which if true may support a finding of unethical conduct, the Committee shall hold an investigative hearing and send a notice to the complainant and the person charged which shall include a copy of the complaint. The person charged shall receive at least thirty days' written notice of such hearing. The notice shall provide that the person charged shall be entitled to request the Committee to set an earlier hearing date, present evidence, cross-examine witnesses, be represented by counsel, and file an affidavit of prejudice within ten days receipt of the notice as provided in subsection (4)(F) of this section.

(D) Investigative hearings shall be open to the public unless, otherwise authorized by P.L. 8-41.

(E) Members of the Committee shall be disqualified in any case:

(i) Involving persons whom such members cannot judge impartially, in which cases they shall disqualify themselves; or

(ii) Where the person charged files an affidavit of prejudice against a member or members whom he believes is unable to make an impartial judgment, in which case the disqualification shall be automatic. Provided, that only one such affidavit may be filed in a single investigation. Whenever a member is disqualified, the appropriate caucus chairman shall appoint pro temp, a replacement member as appropriate. Such appointment shall be subject to the consent of the caucus wherein the appointment is made.

(F) At the conclusion of the investigative hearings, a statement of findings of fact shall be prepared based upon evidence presented at the hearings. A copy of this statement shall be sent to the person charged who shall have at least ten days to offer a written rebuttal to the Committee. The Committee, on the basis of the findings of fact, any written rebuttal, and applicable standards of ethical conduct shall make a preliminary report which shall be subject to review and the rendering of a decision at the final hearing. Copies of the findings of fact, preliminary report, and notice of the date for a final hearing shall be sent by registered mail to the person charged. Such person may rebut the report not later than one week prior to the final hearing date, but shall in any event have a period of not less than two weeks in which to respond.

(G) The final hearing shall be open to the public. There shall be available at the hearing copies of the Committee's findings of fact, preliminary report, and any written rebuttal received by the Committee from the person charged. The Committee shall, on the basis of these documents and any final statement made by the person charged, render a final decision as to whether the facts justify a finding of unethical conduct. A final decision must be agreed upon by at least three members of the Committee. The Chairperson of the Committee shall notify the Office of the Attorney General directly if the Committee makes a finding that it has reasonable grounds to believe that a criminal violation has occurred.

(H) If the Committee in its final decision determines that the facts support a finding of unethical conduct, it shall include in its decision a specific recommendation for disciplinary action, which may include but is not necessarily limited to:

(i) In the case of a Youth Congress member reprimand, censure, or expulsion, and when applicable, restitution; and

(ii) In the case of a Youth Congress employee, reprimand, suspension or dismissal, and when applicable, restitution.

Such decision shall be transmitted to the Speaker for such action, as the Speaker deems appropriate.

(I) Upon receipt, complaints shall be assigned a reference number. The Committee shall maintain and keep current for public inspection a status sheet which shall contain with respect to each complaint:

(i) Its reference number;

(ii) The date received by the Committee; and

(iii) Its present status, including the date of any hearings scheduled.

The name of the complaint and the person charged shall be entered on the status sheet following the notification provided for in Subsection (4)(C) of this Section.

(e) The Youth Congress Clerk shall make available to the public copies of the status sheets, finding of facts, written rebuttals, preliminary reports, and final decisions issued by the Committee.

## **RULE XV. AMENDMENT OR REPEAL OF THE RULES; CONSTRUCTION AND INTERPRETATION**

**Section 1. Amending the Rules.** The Rules shall only be amended or repealed by resolution which has been on the calendar at least one legislative day, and adopted by  $\frac{3}{4}$ 's of the membership of the Youth Congress, except that minor technical amendments may be made by a majority vote of the members present and voting. "Minor technical amendments" shall mean correction of typographical errors or omissions.

**Section 2. Construction and Interpretation.** These Rules shall be construed according to their plain meaning. In the event that any ambiguity or conflict should arise regarding these Rules, or in the event that these Rules do not address a question or situation, which may arise, then such controversy shall be resolved according to the rules and principles set forth in Mason's Manual of Legislative Procedure.