

Chapter 2 Quorum and Voting Requirements -- Minutes

Part 1 Quorum and Voting Requirements

IR3-2-101 Quorum requirements.

- (1) For the purpose of determining a committee or subcommittee quorum, a majority is at least 50% in one house and more than 50% in the other.
- (2) If a member of the committee or subcommittee fails to attend two consecutive meetings of a committee or subcommittee in any calendar year, that legislator's membership in the committee or subcommittee is not counted for that calendar year in determining a quorum, except for meetings that the legislator actually attends.
- (3) Except for meetings that the legislator actually attends, legislators who are members of the Legislative Management Committee are not counted in determining a quorum.
- (4) Notwithstanding the requirements of Subsections (2) and (3), at least one senator must be present in order to have a committee or subcommittee quorum.

IR3-2-102 Voting requirements.

- (1) For the purpose of voting in a meeting, a majority is at least 50% in one house and more than 50% in the other.
- (2) After the committee votes, the chair shall:
 - (a) determine whether the motion passed or failed;
 - (b) verbally announce that the motion passed or that the motion failed; and
 - (c) verbally identify by name either the committee members who voted "yes" or the committee members who voted "no."

Part 2 Minutes

IR3-2-201 Minutes.

- (1)
 - (a) Each interim committee and each subcommittee shall keep minutes of meetings as required by Utah Code Title 52, Chapter 4, Open and Public Meetings Act.
 - (b) Meetings of interim committees and subcommittees may be electronically recorded to assist in preparing accurate minutes of the meeting.
- (2) Upon approval of the minutes by the committee, the minutes are the official record of the proceedings of the committee and the electronic record, if any, may be destroyed unless the committee or subcommittee, by majority vote, directs that the electronic record be preserved.
- (3)
 - (a) Except as provided in Subsection (3)(b), each interim committee and each subcommittee shall ensure that the vote of each member on any question is recorded in the minutes of the meeting.

- (b) Questions approved by unanimous vote or by a substantial majority of those present may be recorded as approved with only the names of those opposed and those absent listed in the minutes.