

Undercover Law Enforcement Officer Public Records Protection Study Rules of Procedure

PURPOSE: The purpose of these rules is to establish rules and procedures for conducting the business of the **Undercover Law Enforcement Officer Public Records Protection Study** and to inform the members of the focus group and the public of the procedures and rules of the focus group.

DUTIES:

1. The focus group is required by Act 963 of 2019 to submit a written report during the 2020 Fiscal Session and on or before May 1, 2020, to a joint meeting of the House Committee on State Agencies and Governmental Affairs, and the Senate Committee on State Agencies and Governmental Affairs Committee.

2. To achieve the purpose of the study, the focus group shall:

a. Develop a standardized information sheet that may be distributed by county clerks to active and undercover law enforcement officers encouraging them to shield all personal information of the law enforcement officer and his or her immediate family;

b. Review the laws, rules, regulations, and processes currently in place regarding protections for active undercover law enforcement officers' personal information from public disclosure; and

c. Recommend legislative changes, rule changes, regulatory changes, and procedural changes necessary in order to better protect the personal information of active undercover law enforcement officers from disclosure.

3. The study and focus group expires on May 1, 2020.

PARLIAMENTARY PROCEDURE: Except as otherwise specified by these rules, Mason's Manual of Legislative Procedure shall be observed by the focus group, insofar as they are applicable. If an applicable rule does not exist or Mason's Manual is incompatible, the chair shall decide the issue.

1. Quorum. The focus group is made up of thirteen (13) voting members. A majority of the members of the focus group shall constitute a quorum for transacting business of the focus group.

2. Action. An affirmative vote of a majority of a quorum present shall be required for the passage of a motion or other focus group action.

3. Roll Call. The focus group shall vote by voice vote unless a roll call vote is requested by two (2) or more focus group members. Roll call votes shall be recorded in the meeting minutes.

4. Motions. A motion shall receive a second to be considered for action by the focus group.

5. Public Comment. The chair may provide the public an opportunity to speak during a focus group meeting to allow for public comment on issues before the focus group.

6. Minutes. Staff shall produce minutes of each focus group meeting to be adopted by the focus group at the subsequent scheduled meeting.