

Property and Local Tax Division

Rules and Procedures

1. Meetings will begin promptly at their scheduled times.
2. Appropriate decorum will be expected. All activity will go through the chair.
3. An amendment must be germane to the portion of the bill to which it is offered.
4. Minor oral amendments will be accepted during hearings at the discretion of the Chair. A written copy of the amendments should be given to the Committee Legislative Assistant during the hearing. All substantive amendments should be given to the Committee Administrator in advance of the hearing or members must bring 50 copies to the meeting.
5. Members are encouraged to have all amendments drafted by the Revisor or House Research staff.
6. Unless placed in the "SAVE" folder, materials left in folders after the meeting will be removed and recycled. The Committee Legislative Assistant will keep one additional copy of materials handed out at meetings.
7. It is the responsibility of the author of a bill to submit a written request for a hearing to the Committee Legislative Assistant or Committee Administrator. Authors are expected to contact their own witnesses and notify the Committee Administrator in advance of the hearing.
8. Please turn off portable phones in the committee room. Beverages, but not food items (unless provided by the committee), are permitted in the committee room.
9. Requests for per diem and expense reimbursements for division business other than meetings called by the Chair require approval prior to the event and must be submitted to the Committee Administrator.
10. House Rules are used in committee – consult your yellow book.