

State Government Finance and Elections Committee
Representative Michael Nelson, Chair

2021-2022 COMMITTEE RULES AND PROCEDURES

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives, established custom and usage, or Mason's Manual of Legislative Procedure.
2. Meeting times:
 - a. Meetings will begin promptly at their regularly scheduled times.
 - b. The chair may schedule additional meetings as necessary to complete the committee's work.
 - c. The chair may recess a meeting at the scheduled end time with a specified time to reconvene later that day, provided the committee administrator has made arrangements with room scheduling or House Public Information that will enable the committee to reconvene later that day.
 - d. For remote hearings:
 - i. Remote hearings will be livestreamed for public access.
 - ii. Committee members, presenters, and other testifiers should join the remote hearing via Zoom 10 minutes prior to the scheduled start time to allow staff time to verify that technology is functioning properly and that all participants are named correctly.
 - iii. The chair will give House Public Information Services a 10-second cue before the hearing starts. Hearings will go live 5 seconds after the chair gives the 10-second cue.
3. Attendance:
 - a. Members are expected to attend all hearings.
 - b. If a member is not able to attend, the committee legislative assistant or the committee administrator should be notified in advance of the meeting. Members who notify the committee legislative assistant or the committee administrator in advance that they are unable to attend a meeting will be listed in the minutes as excused. All other absences will be marked as unexcused.
 - c. For remote hearings: a member should send an email to the committee administrator or committee legislative assistant if they arrive after attendance has been taken.
4. Testimony and handouts:
 - a. Testimony:
 - i. Those wanting to testify or submit written testimony must email the committee administrator no later than 5 p.m. the business day before the hearing.

- ii. Along with the request to testify, the following must be included: name, organization and title (if applicable), email address, phone number, in favor or against the bill, and other pertinent information.
- iii. Testimony will be limited and as time permits, therefore written testimony is encouraged.
- iv. Testifiers are encouraged to summarize any written testimony and are discouraged from reading the written testimony as part of their oral presentations to the committee.
- v. The chair determines the number of testifiers, the order of testimony, and the time allowed for testimony. The chair has the authority to terminate a presentation at any time if the chair feels that the issue or matter has been adequately addressed.
- vi. For in-person hearings: if an individual, other than a registered lobbyist, has traveled from outside the 7-county metropolitan area to testify on an item on the agenda, the chair may move that agenda item to accommodate the individual's testimony.
- vii. For remote hearings:
 - 1. Only the committee administrator or committee legislative assistant may forward the Zoom link to meeting participants. Members and other staff should not forward the link under any circumstances.
 - 2. The committee administrator will give testifiers proper protocols for participation.

b. Handouts:

- i. Handouts must be in PDF format with Optical Character Recognition ability.
- ii. All handouts must be emailed to the committee administrator no later than 5 p.m. the business day before the hearing.
- iii. For in-person hearings: if wanting to provide hard copies of handouts, at least 75 copies must be provided to the committee legislative assistant no later than 5 p.m. the business day before the hearing. At the chair's discretion, individuals testifying before the committee who are unable to adhere to this deadline may distribute handouts prior to their testimony.

5. Hearing requests:

- a. It is the responsibility of the bill author to submit a written request for a hearing to the committee administrator. Hearings may be granted at the chair's discretion.
- b. The request should be submitted via e-mail to the committee administrator. The subject line of the email should be formatted as follows: HEARING REQUEST: HFXXXX, *AUTHOR'S LAST NAME*. In the body of the message, include an estimate of how much time the bill will need and whether the author anticipates specific individuals will be asked to assist the author with the presentation of his or her bill.

- c. Bill authors must arrange their own testifiers and notify the committee administrator no later than 5 p.m. the business day before the hearing who will be testifying on their bill, and whether the author's testifiers require audio-visual or other equipment.
6. Voting:
 - a. Voice votes: unless a roll call is requested, the committee will take voice votes on motions to adopt minutes and to amend a bill or resolution.
 - b. Roll calls: if a roll call is requested, or the committee is taking final action on a bill or resolution, the committee legislative assistant will call the name of each member, the member will repeat their name and state their vote, and the committee legislative assistant will then repeat the name and the vote.
7. Amendments:
 - a. Substantive amendments:
 - i. All substantive amendments must be received by the committee administrator no later than 9 a.m. the business day before the hearing. An amendment is considered public once it is turned in and will be available for review on the committee's webpage as soon as possible prior to the meeting.
 - ii. To ensure proper format, members must have amendments drafted by House Research or the Revisor. Please allow staff enough time to draft your amendment in order to meet the amendment deadline.
 - iii. The chair reserves the right to impose a different amendment deadline as needed.
 - b. Oral amendments:
 - i. The chair may accept minor oral amendments during hearings.
 - ii. A written copy of minor oral amendments must be given to the committee legislative assistant during the hearing. The House Researcher should repeat the oral amendment and what it does.
8. Jurisdiction limits: the chair may limit testimony, member discussions, and amendments to address bill language that are within the jurisdiction of the committee.
9. Time limits: the chair may establish time limits on debates, testifiers, and the time allowed for bills and amendments. The chair has the authority to terminate a presentation at any time if the chair feels that the issue or matter has been adequately addressed.
10. Hearing decorum:
 - a. All presentations, discussions, and questions must go through and be recognized by the chair.
 - b. For in-person meetings:
 - i. Quiet must be maintained in the committee hearing room. Any discussions you might have should be conducted outside of the room. Audible cellular phones and other electronic devices may not be used

inside the hearing room. Signs, noise, or demonstrations that disrupt the committee's work may result in removal from the hearing room.

ii. Beverages, but not food items (unless provided to committee), are permitted in the room.

c. For remote meetings:

i. Members and staff should keep their line muted except when addressing the chair or committee.

ii. Members and testifiers shall use the raise hand function to be recognized by the chair.

iii. When a member is speaking, it is requested that they have their video camera on.

iv. The chair may mute the microphone of a member or a testifier as a means of maintaining order. Before muting a microphone, the chair shall rule the member's or testifier's comments as being out of order and give the member or testifier an opportunity to discontinue the disruptive comments.

11. Committee members' folders:

a. For in-person hearings: materials left in folders after a meeting will be removed and recycled unless they are placed in the "SAVE" file within each folder. At least one copy of materials provided to the committee will be kept by the committee legislative assistant.

12. Per diem: requests for interim per diem and expense reimbursement for committee business other than meetings called by the chair require prior approval, and requests should be submitted in writing to the committee administrator.

13. The chair may waive or amend these Rules at the chair's discretion.