# COMMITTEE RULES AND PROCEDURES

**Agriculture Finance Committee**

Representative Rod Hamilton, Chair

Representative Debra Kiel, Vice Chair

1. Regularly scheduled meetings begin at 10:15 a.m. and end at 12:00 noon in Room 5 of the State Office Building on Tuesdays and Thursdays. The Chair will make every effort to start and end hearings on time.
2. If a member is absent from a hearing and the committee legislative assistant is notified, it will be counted as an excused absence. After the roll is called, the roll will remain open for absent members until the hearing is adjourned. Members who are late for the attendance roll must notify the committee legislative assistant in order to ensure they are recorded as present.
3. All amendments must be in writing and given to the Committee Administrator by 10:15 Monday for the Tuesday meeting and by 10:15 a.m. Wednesday for the Thursday meeting. The Chair, in consultation with the minority lead, has the discretion to accept amendments that are submitted late. To ensure proper form, members are encouraged to have all amendments drafted by the Revisor or House Research staff. Minor oral amendments will be accepted during hearings at the discretion of the chair.
4. It is the responsibility of the author of a bill referred to this committee to submit a written request for a hearing to the committee administrator.
5. The Chair will determine time limits on debates, witnesses, and times allowed for bills and amendments. The Chair will also determine the order and number of witnesses. 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.
6. Material left in folders after a meeting will be disposed of or recycled unless they are placed in the “SAVE” file. The committee legislative assistant will make every effort to save non-committee documents/folders that may have inadvertently been left behind. Additional copies of materials handed out at meetings will be kept by the committee legislative assistant.
7. Quiet must be maintained in the committee hearing room. Please take any discussions you may have outside of the hearing room. Cellular phones and other electronic devices capable of sending and receiving data interfere with the sound system and audio recording, and should be powered off inside the hearing room.
8. Requests for interim per diem and expense reimbursements for committee business other than meetings called by the Chair require prior approval and should be submitted to the committee administrator.
9. The Chair may amend the rules at his discretion.