

**2023-2024 COMMITTEE  
PROCEDURES  
Property & Local Tax Division  
Chair: Representative Dave Lislegard**

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. Meetings will begin promptly at their scheduled time.
3. When unable to attend a committee hearing, members will be noted as "excused." Members are asked to notify the Committee Legislative Assistant in advance of the meeting if they will not be in attendance.
4. Members are encouraged to have all amendments drafted by the Revisor or House Research staff. An amendment will be considered public once it is turned in to the Committee Administrator unless the amendment's author indicates otherwise and repeated by House Research staff prior to a vote.
5. 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 CLA during the hearing.
6. If a hearing request has not already been submitted for consideration to the committee, it is the responsibility of the author to submit a written request for hearing to the Committee Administrator (CA). Authors are expected to contact their own witnesses and notify the CA in advance of the hearing.
7. Please take any private conversations you may have outside the room. Cellular phones and other electronic devices capable of sending and receiving data should be turned to vibrate or silent to avoid any disruptions in the committee room.
8. The Chair may establish time limits on debates, testifiers, and the time allowed for bills and amendments. The Chair will also determine the order and number of testifiers. 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.
9. Requests for interim per diem and expense reimbursement for committee business other than meetings called by the Chair require prior approval and should be submitted to the Chair or CA.
10. The Chair may waive or amend rules at their discretion.

February 6, 2023