

2019-2020 COMMITTEE PROCEDURES
Ways & Means Committee
Chair: Representative Lyndon Carlson

1. Meetings will begin promptly at their schedule time.
2. When unable to attend a committee hearing, members will be noted as ‘excused’ if they notify the Committee Legislative Assistant (CLA) or Committee Administrator (CA) in advance of the meeting. Otherwise members will be noted as “absent” in the minutes.
3. Appropriate decorum is expected. All activity will go through the Chair.
4. All substantive amendments must be given to the CA 24 hours in advance of the hearing. For Ways and Means meetings that are held on Monday, the amendment deadline is 4:00 PM the preceding Friday. If you are unable to meet the 24-hour amendment rule, you must notify the Chair or CA to request a waiver of the rule. 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 unless the amendment’s author indicates otherwise.
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. Unless marked “save,” materials left in folders or on the table after the meeting will be removed and recycled. Additional copies of materials handed out at meetings will be kept by the CLA.
7. If a hearing request has not already been submitted for consideration by a previous committee, it is the responsibility of the author to submit a written request for hearing to the CA. Authors are expected to contact their own witnesses and notify the CA in advance of the hearing.
8. 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.
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. Presenters or members of the public are encouraged to provide all handout materials to be offered in committee to the CA 24 hours in advance in both a paper and electronic format – preferably a Word document.

** These rules are pending any changes to the Permanent Rules of the House.

Amended January 15, 2019.