

## **2019-20 Legacy Finance Division Rules and Procedures**

Representative Leon Lillie, Chair

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 regularly scheduled times.
3. Members are expected to attend all meetings. 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 staff in advance shall be listed in the minutes as having been excused.
4. Written materials relevant to the daily committee agenda that are to be placed in the Committee Folders of all member should be given to the committee administrator or committee assistant by noon on the day before the committee meeting. In order to provide a sufficient number of copies for all committee members and staff, and have additional copies available for the public, individuals bringing materials for a hearing should deliver no fewer than 60 copies of the material to the committee legislative assistant prior to the noon deadline. At the chair's discretion, individuals testifying before the committee who are unable to adhere to this deadline, may request handouts be distributed to members prior to their testimony.
5. Material left in folders after a meeting will be removed and recycled unless they are placed in the "SAVE" file within each folder. The committee legislative assistant will make every effort to save non-committee documents/folders that may have inadvertently been left behind. At least one copy of materials provided to the Committee Members will be kept by the committee legislative assistant.
6. It is the responsibility of the author of a bill to submit an email request for a hearing to the committee administrator.
7. All substantive amendments are to be received by the committee legislative assistant or committee administrator no later than 3:00 p.m. on the day immediately preceding the Committee hearing. The amendments will then be made available on the Committee's website for all interested parties to review. The Chair may waive or alter this requirement at their discretion.
8. Members must have all amendments drafted by the Revisor or House Research. Please allow the staff enough time to draft your amendments in order to meet the 3:00 p.m. deadline.
9. The Chair may choose to allow minor oral amendments during hearings. A written copy of minor oral amendments must be given to the committee legislative assistant during the hearing.
10. The Chair may establish 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 addressed.
11. Quiet must be maintained in the committee hearing room. Please take any discussions you may have outside of the hearing room. Audible cellular phones and electronic devices may not be used inside the hearing room.
12. If an individual, other than a registered lobbyist, has traveled from outside the ten county metropolitan area to testify on an item on an agenda, the Chair may move that agenda item to the front of the agenda.
13. The Chair may amend the rules as it becomes necessary.