

Long Term Care Finance Division

Representative Jennifer Schultz, Chair

Committee Rules for the 2019-2020 Legislative Session

1. Regularly scheduled meetings will meet at 12:45 PM on Mondays in Room 200 State Office Building. The Chair will make every effort to start and end meetings on time. Additional meetings may be scheduled at the call of the Chair.
2. Proper decorum will be maintained in the committee hearing room. All presentations, discussions and questions must go through and be recognized by the Chair. Private discussions should be taken outside the committee hearing room. Cellular phones and electronic devices must be turned on silent inside the committee hearing room. Beverages, but not food items (unless provided to the committee), are permitted in the committee room.
3. The Chair may set time limits on debates, testifiers, and time allowed for bills and amendments. The Chair will determine the order and number of testifiers. The Chair has the authority to terminate a presentation if the Chair feels that the issue or matter has been adequately addressed.
4. It is the responsibility of the author of a bill referred to this committee to submit a request **via email** for a hearing to the Committee Administrator. Hearings may be granted at the Chair's discretion.
5. Individuals wishing to testify before the committee should notify the Committee Legislative Assistant by 5:00 PM the day before the hearing. Every effort will be made to accommodate testifiers who have traveled a long distance and non-lobbyist testifiers.
6. Authors are expected to contact their own testifiers and notify the Committee Legislative Assistant by 5:00 PM the day prior to the committee meeting for which the testifiers are presenting.
7. Substantial amendments should be filed in advance if possible. Amendments will be considered even if not pre-filed. However, the Chair reserves the right to impose a pre-file rule at her discretion.
8. Materials left on the table after the meeting will be removed and recycled unless placed in the "SAVE" portion of the committee folder.
9. 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.
10. The Chair may amend the rules at her discretion.