

Ways and Means Committee

Representative Rena Moran, Chair

Committee Rules for the 2021-2022 Legislative Session

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. The Chair may schedule additional meetings, or recess and reconvene a meeting on the same day, as necessary to complete the committee's work.

For remote meetings:

- Remote hearings will be livestreamed for public access.
 - Committee members, presenters, and testifiers should join the meeting via Zoom 5-10 minutes prior to the scheduled start to allow staff time to verify that technology is functioning properly, and that all participants are identified and named correctly.
 - The Chair will give House Public Information Services a 10-second cue before the meeting starts. Hearings will "go live" 5 seconds after the Chair gives the 10-second cue.
3. Members are expected to attend all meetings, and the Committee Administrator should be notified about planned absences if possible. After the roll is called to establish quorum, it will remain open until the hearing is adjourned. Members who arrive after attendance has been taken should notify the Committee Legislative Assistant or Committee Administrator to ensure they are recorded as present.
 4. Appropriate decorum will be expected and all activity will go through the Chair. For in-person hearings, quiet must be maintained in the hearing room and conversations should be taken outside. Phones and other electronic devices should be muted and not used inside the hearing room. Signs, noise, or demonstrations that disrupt the committee's work may result in removal from the hearing room. Beverages, but not food items (unless provided to committee), are permitted in the room.

For remote hearings:

- Committee members and staff should use the "raise hand" function to be recognized on Zoom meetings or directly contact the Committee Administrator to seek recognition if that function is not available.
- Members, staff and testifiers should keep their line muted except when addressing the Chair or committee.

5. The Chair may establish time limits on debates, testifiers, and the discussion 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.
6. All handouts must be provided electronically to the Committee Administrator and Committee Legislative Assistant by Noon on the business day prior to a scheduled meeting (for Monday hearings, this deadline would be on the prior Friday). Handouts should be in accessible (Optical Character Recognition) format for posting to the committee webpage. Contact the Committee Administrator for more information about acceptable file formats.

For remote hearings:

- All committee materials will be posted on the Committee's webpage and emailed to members and staff prior to the start of the hearing.
7. Legislators are expected to present their own bills but may designate testifiers to the Committee Administrator who are available for responding to questions from committee members. Every effort will be made to accommodate testifiers who have traveled a long distance (for in-person hearings) or non-lobbyist testifiers. Written testimony is encouraged and will be distributed to the committee.

For remote hearings:

- Only committee staff may forward the Zoom link to meeting participants.
8. For remote hearings, the committee will take voice votes on motions to adopt minutes and to amend a bill or resolution unless a roll call is requested. If a roll call is requested, or the Committee is taking final action on a bill or resolution, the Committee Legislative Assistant will call the name of each member, the member will repeat their name and state their vote and the Committee Legislative Assistant will then repeat the name and the vote. If division is requested on a voice vote, the Committee Legislative Assistant will call the roll but only record whether the underlying motion was successful in the minutes.
 9. It is the responsibility of the author of a bill referred to the committee to submit a request **via email** for a hearing to the Chair and the Committee Administrator. Hearings are granted at the Chair's discretion. If a bill is scheduled for a hearing, committee staff will notify the chief author and provide instructions regarding testifiers and handouts.
 10. All substantive amendments to scheduled bills or resolutions must be received by the Committee Administrator in electronic format no later than Noon one business day before a hearing (for Monday hearings, this deadline would be on the prior Friday). Submitted amendments will be posted online as soon as possible and distributed to committee members. To ensure proper format, amendments must be drafted by House Research or the Revisor, preferably with sufficient notice to allow them to complete their work during regular workday hours. The Chair may relax this deadline if bills are added to an agenda with short notice, which will be communicated to all committee members.

11. The Chair may allow minor oral amendments of a corrective or technical nature during a hearing at the Chair's discretion. House Research staff shall state the oral amendment to ensure accuracy and explain what it does. A written copy of such amendments must be submitted to the Committee Legislative Assistant during the hearing.
12. For in-person hearings, materials 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 try 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.
13. 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.
14. The Chair may waive or amend the rules at their discretion.