

ELECTIONS COMMITTEE RULES AND PROCEDURES

Representative Steve Simon, Chair

2013

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. Seating at the Committee table shall be set by the Chair based on member seniority.
3. Meetings will begin promptly at their regularly scheduled times.
4. Members are expected to attend all meetings. If a member is not able to attend, the committee administrator should be notified in advance of the meeting. Members who notify the Committee Administrator in advance that he or she is unable to attend a meeting shall be listed in the minutes as having been excused.
5. Written materials intended to be presented to the committee should be given to the committee legislative assistant by 5:00 p.m. on the day before the committee meeting.
6. Material left in folders after a meeting will be removed and recycled unless they are placed in the "SAVE" file. The committee legislative assistant will make every effort to save non-committee documents/folders that may have inadvertently been left behind. Additional copies of materials handed out at meetings will be kept by the committee legislative assistant.
7. It is the responsibility of the author of a bill to submit a written request for a hearing to the committee legislative assistant.
8. All substantive amendments are to be received by the committee legislative assistant at least 24 hours prior to a bill's hearing. The amendments will then be made available on the Committee's website for all interested parties to preview. The Chair may waive or alter this requirement at his discretion.
9. Members are encouraged to have all amendments drafted by the Revisor or House Research staff. Please allow the staff enough time to draft your amendments in order to meet the 24 hour deadline.
10. Minor oral amendments will be accepted during hearings. A written copy of amendments must be given to the committee legislative assistant during the hearing.
11. 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 adequately addressed.
12. 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 pagers may not be used inside the hearing room.
13. 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.
14. The Chair may amend the rules as it becomes necessary.