

Health and Human Services Finance Committee
Committee Rules & Procedures 2013-2014

1. Meetings will begin promptly at their regularly scheduled times.
2. When unable to attend a committee hearing, members will be noted as “excused” if they notify the Committee Legislative Assistant or Committee Administrator in advance of the meeting. Otherwise members will be noted as “absent” in the minutes.
3. Appropriate decorum will be expected. All activity will go through the chair. The Committee Administrator will keep a list of those committee members looking to be recognized by the chair during committee.
4. All substantive amendments should be given to the Committee Administrator or Committee Legislative Assistant 24 hours in advance of the hearing. Minor oral amendments are acceptable during hearings. The chair has discretion in all amendment matters. A written copy of the oral amendments should be given to the Committee Legislative Assistant during the hearing. Members are encouraged to have all amendments drafted by the Revisor or House Research staff.
5. Unless placed in the “SAVE” folder, materials left in folders after the meeting will be removed and recycled. The Committee Legislative Assistant will keep additional copies of materials handed out at meetings.
6. It is the responsibility of the author to submit a written request for hearing to the Committee Administrator. Authors are expected to contact their own witnesses and notify the Committee Administrator in advance of the hearing.
7. Bills and hearing requests may be referred to the appropriate committee, division or subcommittee by the chair. Public notice of referral will be provided in minutes and through House Index on the House website.
8. Please be respectful to testifiers and members alike by abridging side conversations and limiting use of cell phones, tablets and laptops in the committee room. These devices can also interfere with the audio recording system. Beverages, but not food items (unless provided to the committee), are permitted in the committee room.
9. Requests for interim per diem and expense reimbursements for committee business other than meetings called by the Chair require prior approval and should be submitted to the Chair or Committee Administrator.