

2013-2014 Committee Rules and Procedures
Judiciary Finance and Policy
Chair: Representative Debra Hilstrom

1. Meetings will begin and end within our scheduled timeframe.
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 is expected. All activity will go through the Chair.
4. All substantive amendments must be given to the Committee Administrator or Committee Legislative Assistant 24 hours in advance of the hearing. If you are unable to meet the 24-hour amendment rule, you must notify the chair to request a waiver of the rule. Members are encouraged to have all amendments drafted by the Revisor or House Research staff. An amendment will be considered public once it is turned in, unless the amendment’s author indicates otherwise.
5. Minor oral amendments will be accepted during hearings at the discretion of the Chair. A written copy of the amendments should be given to the Committee Administrator or the Committee Legislative Assistant during the hearing.
6. Unless marked “save,” materials left in folders or on the table after the meeting will be removed and recycled. Additional copies of materials handed out at meetings will be kept by the Committee Legislative Assistant.
7. 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.
8. Requests for interim per diem and expense reimbursements for division/committee business other than meetings called by the Chair require prior approval and should be submitted to the Chair or Committee Administrator.
9. All handout materials to be presented at the hearing by members or the public should be provided to the Committee Administrator 24 hours in advance in both a paper and electronic format – preferably a Word document.