

Sustainable Infrastructure Policy
Committee

Chair: Representative Erin Koegel
Rules and Procedures
2023-2024

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives, Mason’s Manual of Legislative Procedure, or established custom and usage.

2. Meetings will begin promptly at their regularly scheduled times. During the legislative session, committee meetings are scheduled on Wednesdays from 8:30AM – 10AM in Hearing Room 10 of the State Office Building. The Chair may schedule additional meetings, or recess and reconvene a meeting on the same day, as necessary to complete the committee’s work.

3. Members are expected to attend all meetings. When unable to attend a committee hearing, members will be noted as “excused” if they notify the Committee Legislative Assistant and Committee Administrator in advance of the meeting. Otherwise, members will be noted as “absent” in the minutes.

Members must be present in the committee room for any amount of time during the course of the hearing to be considered present. Reasonable exceptions will be made in extenuating circumstances.

4. Appropriate and respectful decorum is required. During the hearing, all presentations, discussions and questions must go through and be recognized by the Chair.

5. All handouts must be provided electronically to the Committee Administrator and Committee Legislative Assistant by 10AM the day before a scheduled committee meeting, unless waived by the Chair. Handouts should be in accessible (Optical Character Recognition) format for posting to the committee webpage. Contact the Committee Administrator for more information about acceptable electronic formats.

If financial circumstances make it infeasible for a testifier to provide electronic versions of written materials as outlined above, reasonable exceptions may be made at the discretion of the Chair.

6. Individuals wishing to testify before the committee should notify the Committee Administrator by 5PM the day before the scheduled hearing. Written testimony is encouraged and can be accepted up to 24-hours after the hearing adjourns.

7. 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.

8. Unless a roll call is requested, approval of minutes, amendments, and motions will be adopted/not adopted by a voice vote. If a roll call is requested, the Committee Legislative Assistant will call the name of each member, and the member will respond with their vote.

9. It is the bill author's responsibility to email a hearing request to the Committee Administrator and Committee Legislative Assistant for each bill they want heard. Hearings may be granted at the Chair's discretion.

10. All substantive amendments must be received by the Committee Legislative Assistant and Committee Administrator in proper and electronic form by 10AM the day prior to the scheduled committee meeting during which the underlying bill is being heard. An amendment is considered public once it is turned in and will be available for review on the committee's webpage as soon as possible prior to the meeting. To ensure proper format, members must have amendments drafted by House Research, or the Revisor. Please allow staff enough time to draft your amendment in order to meet the amendment deadline. All amendments shall be provided to the Committee Administrator ahead of time, whether the amendment is considered substantive or not.

11. The Chair may accept minor oral amendments during hearings. A written copy of minor oral amendments must be given to the Committee Legislative Assistant during the hearing. The House Researcher shall repeat the oral amendment and explain what it does.

12. The Chair may establish time limits on debates, testifiers, and the 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.

13. Quiet must be maintained in the committee hearing room. Verbal discussion should occur outside of the committee room. Audible cellular phones and other electronic devices may not be used inside the hearing room. All presentations, discussions and questions must go through and be recognized by the Chair. Signs, noise, or demonstrations that disrupt the committee's work may result in removal from the hearing room. Beverages are permitted in the hearing room. Members and staff are expected to dispose of their own trash.

14. If an individual, other than a registered lobbyist, has traveled a long distance to testify on an item on an agenda, the Chair may move that agenda item to accommodate the individual's testimony.

15. 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.

16. Anyone requiring ADA accommodations, or an interpreter, should make the request as soon as possible to allow for accommodations to be made in time for the hearing. All reasonable efforts will be made to make the work of the committee accessible for all.

17. The Chair may waive or amend these rules at the Chair's discretion.