

Ways and Means Committee

Representative Liz Olson, Chair

Committee Rules and Procedures for the 2023-2024 Legislative Session

1. Meetings will begin promptly at the regularly scheduled times. The Chair may schedule additional meetings, or recess and reconvene meetings on the same day, as necessary to complete the committee's work.
2. Members are expected to attend all meetings, and the Committee Administrator and Committee Legislative Assistant should be notified about planned absences. After the roll is called to establish quorum, it will remain open until the hearing is adjourned.
3. Appropriate decorum is expected, and all activity will go through the Chair. Phones and other electronic devices should be muted and not used inside the hearing room. Beverages, but not food items (unless provided to the committee), are permitted in the room.
4. 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 the issue or matter has been adequately addressed.
5. All handouts must be provided to the Committee Administrator and Committee Legislative Assistant by Noon on the business day prior to a scheduled hearing (for Monday hearings, the deadline is the preceding Friday).
6. 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 preceding 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 work 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.
7. Legislators are expected to present their own bills but may designate testifiers who are available to respond to questions from committee members to the Committee Administrator.
8. It is the responsibility of the author of a bill referred to the committee to submit a hearing request via email for a hearing to 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.

9. 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.
10. Materials left in committee folders after a meeting will be removed and recycled unless they are in the "SAVE" file within each folder. Additional copies of the materials handed out at a meeting will be saved by the Committee Legislative Assistant.
11. 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.
12. The Chair may waive or amend rules at their discretion.