**Civil Law Committee**

**Chair:** Representative Peggy Scott

Rules and Procedures

2017-2018

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives and Mason’s Manual of Legislative Procedure.
2. Meetings will begin promptly at the scheduled time. During the legislative session, committee meetings are scheduled on Tuesdays from 8:15- 10:00 AM and on Thursdays from 8:15-10:00 AM in the basement hearing room of the State Office Building. Additional meetings may be scheduled at the call of the Chair.
3. Meeting attendance is required of all Members. If a Member is unable to attend a committee meeting, the Member shall notify the Committee Legislative Assistant to be noted as “excused” in the minutes. All other absences will be marked “unexcused.”
4. Turn all cellular telephones or audible communication devices to airplane mode when in the meeting room.
5. Any written materials to be distributed to or presented to committee members should be given to the Committee Legislative Assistant **by 5 p.m. the day before the hearing is scheduled**  in an accessible electronic version (Word, Excel, original PDF), unless waived by the Chair. If that is not possible, 75 copies of such materials should be brought to the committee room at the time of the scheduled hearing and be provided to the Committee Legislative Assistant.
6. The Chair will determine time limits on debates, witnesses, and times allowed for bills and amendments. The Chair will also determine the order and number of witnesses. Individuals wishing to testify before the committee should notify the Committee Administrator by 3 p.m. the day before the scheduled hearing.
7. The author of a bill must submit an email or written request for a hearing. A hearing may be granted at the Chair’s discretion. Hearing requests should be submitted to the CA and CLA.
8. All substantive amendments are to be received by the CA, **in writing and electronic format, 24 hours prior to the beginning of a scheduled committee meeting**. All amendments shall be provided to the CA whether it is substantive or not.
9. Exceptions to the deadlines set forth in Rule 8, and minor oral amendments, will be accepted during hearings at the discretion of the Chair. A written copy of those amendments should be given to the CLA during the hearing.
10. To ensure proper format, Members are encouraged to have amendments drafted by the House Research Department.
11. Any Member may request that an amendment be divided, but the Chair shall decide first if the amendment is divisible. The Chair will then decide the order in which the parts of the amendment are taken up for a vote.
12. Member folders will be used to distribute most committee materials. The folders are to be left with the committee staff after each meeting. Members should leave any materials they wish to save in the “Save” folder. Any materials left on the table will be recycled.
13. Requests for interim per diem and expense reimbursement for committee business other than meetings called by the Chair at the Capitol or the State Office Building require prior approval and should be submitted to the CLA, unless other arrangements are to be made.
14. Presenters/testifiers who need audio/visual or any other electronic equipment must inform the CA of their specific requirements by the day prior to the committee meeting.