

COMMITTEE RULES AND PROCEDURES
Transportation Finance & Policy Division
2019-2020

Representative Frank Hornstein, Chair

1. Regularly scheduled meetings begin at 12:45 p.m. and end at 2:15 p.m. in Room 10 of the State Office Building on Tuesdays and Thursdays. The Chair will make every effort to start and end hearings on time. Additional meetings may be scheduled at the call of the Chair. Notice will be provided if a room change or time change is to occur.
2. If a member is absent from a hearing and the committee legislative assistant is notified, it will be counted as an excused absence. After the roll is called, the roll will remain open for absent members until the hearing is adjourned. Members who are late for the attendance roll must notify the committee legislative assistant in order to ensure they are recorded as present.
3. All amendments must be in writing and given to the Committee Administrator by 12:45 p.m. Monday for the Tuesday meeting and by 12:45 p.m. Wednesday for the Thursday meeting. To ensure proper form members must have all amendments drafted by the Revisor or House Research staff. Minor oral amendments will be accepted during hearings at the discretion of the Chair.
4. It is the responsibility of the author of a bill referred to this committee to submit a written request for a hearing to the committee administrator (CA) or committee legislative assistant (CLA). Please provide copies of any handouts and lists of testifier names prior to the hearing to the CA or CLA once your bill has been scheduled to receive a hearing.
5. 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. 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.
6. Material left in folders after a meeting will be disposed of or recycled unless they are placed in the "SAVE" file. The committee legislative assistant will make every effort to save non-committee documents/folders that may have inadvertently been left behind. Additional copies of materials handed out at meetings will be kept by the committee legislative assistant.
7. Quiet must be maintained in the committee hearing room. Please take any discussions you may have outside of the hearing room. Cellular phones and other electronic devices capable of sending and receiving data interfere with the sound system and audio recording, and should be powered off inside the hearing room.
8. 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 committee administrator.
9. The Chair may amend the rules at his discretion.