

Education Finance
2023-2024 COMMITTEE RULES AND PROCEDURES
Representative Cheryl Youakim, Chair

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

2. Meetings will begin promptly at their regularly scheduled times. 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 in person. Attendance will be taken by the Committee Legislative Assistant.

4. Appropriate decorum will be expected. All activity will go through the Chair. In hybrid hearings witnesses should keep their line muted except when addressing the Chair or committee.

5. All handouts must be provided electronically to the Committee Administrator and Committee Legislative Assistant by 2pm the business day before a committee meeting. Handouts should be in an accessible (Optical Character Recognition) format for posting to the committee webpage. Contact the Committee Administrator for more information about acceptable electronic formats.

Handouts received after 2pm the business day before the committee meeting may not be printed for committee members and the public.

6. All committee materials will be posted on the Committee's webpage. Paper copies of committee materials will be provided to committee members and staff in committee folders.

7. For bill hearings, testifiers must contact the Committee Administrator to sign up to testify by 2pm the business day before the committee hearing. Staff will arrange for testifiers to join hearings as appropriate.

- Testimony is assumed to be in-person unless the testifier has requested virtual accommodation.
- Written testimony is encouraged and will be posted on the committee webpage prior to the meeting.
- If a member presenting a bill would like to have a member of the public or another resource person available to testify, the member must notify the Committee Administrator with the person's name and email address. Committee staff will give the person the proper protocols for testimony.
- Testifiers who need virtual accommodation must notify the Committee Administrator by 2pm the business day before the committee meeting.

8. For in-person hearings, 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.

9. Unless a roll call is requested, the committee will take voice votes on motions to adopt minutes and to amend a bill or resolution, and final action on a bill or resolution. If a roll call is requested, the Committee Legislative Assistant will call the name of each member, the member will repeat their name and state their vote and the Committee Legislative Assistant will then repeat the name and the vote.

10. 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.

- Bill authors must arrange their own testifiers and provide the Committee Administrator with testifier contact information. See Rule #5

11. All substantive amendments must be received by the Committee Legislative Assistant and Committee Administrator no later than 12pm on the business day before the meeting. 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.

12. The Chair may accept minor oral amendments during hearings at their discretion. 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.

13. 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.

14. For in-person hearings, quiet must be maintained in the committee hearing room. Please take any discussions you might have outside of the 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, but not food items (unless provided to committee), are permitted in the room.

15. 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.

16. 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.

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