# JOB GROWTH AND ENERGY AFFORDABILITY POLICY AND FINANCE

2015-16 Legislative Session

Committee Rules

Representative Pat Garofalo, Chair Representative Dave Baker, Vice Chair

1. Regularly scheduled committee meetings begin at 12:45 p.m. and end at 2:30 p.m. in Room 10 of the State Office Building on Mondays and Wednesdays. Additional meetings may be scheduled at the call of the Chair.

2. In order to guarantee distribution for committee meetings, please make sure that materials to be presented in committee are submitted to the Committee Legislative Assistant well in advance of the meeting (by at least 3:00 p.m. the previous day). Materials brought to a hearing that were not provided in advance must be accompanied by 75 copies for the members, staff, and public. Written materials are subject to approval by the Chair before distribution to the Committee.

3. Bill authors must email requests for a hearing to the Committee Administrator. Authors are expected to contact their own witnesses and must provide a list of testifiers in advance to the Committee Legislative Assistant. Authors must notify the Committee Administrator in advance of the hearing of who will be testifying and the approximate amount of time needed to hear the bill.

4. All amendments must be submitted in electronic format and provided to the Committee Administrator and the Committee Legislative Assistant at least 24 hours in advance of the hearing. Amendments must be submitted by 3:00 p.m. Friday for the Monday meetings. Amendments must be submitted by 12:45 p.m. Tuesday for the Wednesday meetings. To ensure proper form, members are encouraged to have all amendments drafted by the Revisor or House Research staff. All amendments must include the name of the author. An amendment will be considered public once it is turned in though the author’s name may be kept private until the amendment is offered if requested. Minor oral amendments may be accepted during hearings at the discretion of the Chair (a written copy of the oral amendment must be given to the CLA during the hearing). The Chair may waive or alter this rule at his discretion.

5. Material left in folders after a meeting will be disposed of or recycled unless they are placed in the “SAVE” file. Additional copies of materials handed out at meetings will be kept by the Committee Legislative Assistant.

6. Requests for interim per diem and expense reimbursement for committee business other than meetings called by the Chair require prior approval and should be submitted to the Chair or Committee Administrator.