GOVERNMENT OPERATIONS & ELECTIONS COMMITTEE

2015-2016 RULES AND PROCEDURES

REP. TIM SANDERS, CHAIR

1. Meetings will begin promptly at the scheduled time. During the legislative session, committee meetings are scheduled on Tuesdays, Wednesdays, and Thursdays, from 10:15 a.m. to 12:00 p.m. in the Basement Hearing Room of the State Office Building. Additional meetings may be scheduled at the call of the Chair.
2. 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 (CLA) prior to the meeting to be noted as “excused” in the minutes. All other absences will be marked “unexcused.”
3. During the hearing, all presentations, discussions and questions must go through and be recognized by the Chair. A presenter must provide to the Committee Administrator (CA), by 4pm the day before a scheduled committee meeting, an accessible electronic version (Word, Excel, original PDF) of any written material to be distributed or presented to committee members, unless waived by the Chair.
4. 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 he feels that the issue or matter has been adequately addressed.
5. The author of a bill must submit an email request for a hearing. A hearing may be granted at the Chair’s discretion. Hearing requests should be submitted to the CA and the CLA. As time allows, the Chair may, at his discretion, add bills to the agenda prior to the author’s submission of a hearing request. Authors will be given notice in advance of their bill being heard.
6. Authors are expected to contact their own witnesses and provide their witnesses’ names and position titles to the CA in advance of the hearing.
7. All amendments are to be received by the CA, in writing and in electronic format, by 8 a.m. on the day of a scheduled committee meeting.
8. Exceptions to the deadline set forth in Rule 7, 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.
9. To ensure proper format, Members are encouraged to have amendments drafted by the House Research Department.
10. 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.
11. Requests for interim per diem and expense reimbursements 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 CA, unless other arrangements are made.
12. Presenters/testifiers who need audio/visual or any other electronic equipment must inform the CA of their specific requirements by 4 p.m. the day prior to the committee meeting.
13. Rules may be waived or changed at the discretion of the Chair. Updated rules will be posted to the Committee website.