

Public Safety Finance and Policy Committee

Rules and Procedures
2023-2024

Chair: Rep. Kelly Moller
Vice Chair: Rep. Sandra Feist

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives, Mason's Manual of Legislative Procedure, or established custom and usage.
2. Meetings will begin promptly at their regularly scheduled times. The Chair may schedule additional meetings as necessary to complete the committee's work. During the legislative session, committee meetings are scheduled on Tuesdays and Thursdays from 10:30 AM – 12:00 PM in Room 200 of the State Office Building.
3. Members are expected to attend all meetings. If a member is not able to attend, the Committee Legislative Assistant and the Committee Administrator should be notified in advance of the meeting by email. Members who notify the Committee Legislative Assistant or the Committee Administrator in advance that they are unable to attend a meeting will be listed in the minutes as excused. All other absences will be marked "unexcused." Members who arrive late for the meeting must notify the Committee Legislative Assistant and Committee Administrator in order to ensure they are recorded as present. The roll may be called for attendance.
4. Appropriate and respectful decorum is required. All discussion will go through the Chair.
5. A scheduled testifier must provide, at least 24 hours prior to the start of a committee meeting, accessible (Optical Character Recognition) electronic versions of any handouts to be distributed or presented to committee members. Contact the Committee Administrator for more information about acceptable electronic formats. For an in-person hearing, handouts and written testimony should be emailed to the Committee Administrator and Committee Legislative Assistant 24 hours in advance of the committee start time or at least 50 hard copies must be provided to the Committee Administrator and Committee Legislative Assistant no later than 3pm the day before the scheduled meeting. At the Chair's discretion, individuals testifying before the committee who are unable to adhere to this deadline may distribute handouts prior to their testimony.

If financial circumstances make it infeasible for a testifier to provide electronic versions of written materials as outlined above, reasonable exceptions may be made at the discretion of the Chair.

6. For in-person hearings, material 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.

7. It is the responsibility of the bill author to submit an email request for a hearing to the Committee Administrator. The subject line of the e-mail should be formatted as follows: HEARING REQUEST: HFXXXX. AUTHOR'S LAST NAME. Include an estimate of how much time the bill will need and whether testifiers will accompany the author. Hearings may be granted at the Chair's discretion. Bill authors must arrange their own testifiers and notify the Committee Administrator at least 24 hours before the hearing who will be testifying on their bill, and whether the author's testifiers require audio-visual or other equipment.
8. All substantive amendments must be received by the Committee Legislative Assistant (CLA) and Committee Administrator (CA) in proper and electronic form by 12:00pm the day prior to the scheduled meeting. Amendments to amendments must be received by the CA and CLA before 5:00pm the day prior to the scheduled committee meeting. An amendment is considered public once it is turned in and will be available for review on the committee's website 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. All amendments shall be provided to the Committee Administrator ahead of time, whether the amendment is considered substantive or not.
9. Exceptions to the deadline set forth in Rule 8, and minor oral amendments, will be accepted during hearings at the discretion of the Chair. A written or emailed copy of minor oral amendments must be given to the Committee Legislative Assistant during the hearing. The House Researcher shall repeat the oral amendments before any action is taken on the amendment.
10. 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.
11. For in-person meetings, quiet must be maintained in the committee hearing room. Verbal discussion should occur outside of the committee room. Turn off the audio on all cellular phones or audible communication devices when in the meeting 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 hearing room. Members and staff are expected to dispose of their own trash.
12. For in-person meetings, 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 individuals' testimony.
13. 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.

14. Anyone requiring ADA accommodations, or an interpreter, should make the request as soon as possible to allow for accommodations to be made in time for the hearing. All reasonable efforts will be made to make the work of the committee accessible for all.
15. The Chair may waive or amend these rules at the Chair's discretion.