

2021-2022 Committee Rules & Procedures
House Early Childhood Finance and Policy Committee
Chair: Rep. Dave Pinto

1. **Respect:** The most important rule in the Committee is to be respectful – of one another, of the process, of testifiers, and of the public. Appropriate decorum will be expected. All activity will go through the Chair.
2. **Schedule:** The Chair will make every effort to start and end Committee meetings on time. 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. **Attendance:** Members are expected to attend all committee meetings. Any member who is unable to attend a meeting must notify the Committee Legislative Assistant (CLA) or Committee Administrator (CA) in advance in order to be identified in the minutes as “excused.” A member who otherwise fails to attend will be noted as “absent.”
4. **Process During Meetings:** The Chair will determine time limits on debates and testifiers, time allowed for bills and amendments, and the order and number of witnesses.
5. **Voting Procedures:** A roll call will held when the Committee is taking final action on a bill or resolution or when a roll call is otherwise requested by a member. For roll calls during remote hearings, the CLA will call the name of each member, the member will repeat the member’s name and state the member’s vote, and the CLA will then repeat the name and the vote. Unless a roll call is requested, the committee will take voice votes on motions to adopt minutes and to amend a bill or resolution.
6. **Bill Hearings:** It is the bill author’s responsibility to submit a hearing request via email to the CA. Hearings may be granted in the Chair’s discretion.
7. **Testimony:** Authors must contact their own testifiers and provide each testifier’s name, position title, and email address to the CA 24 hours in advance of the hearing. For remote hearings, the Chair will establish a deadline by which testifiers must contact the CA to sign up to testify. The CA or CLA will forward the meeting Zoom link to testifiers. Members or other staff should not forward the Zoom link under any circumstances.

Written testimony is also encouraged and will be posted on the committee webpage prior to the meeting.

8. **Amendments:** All amendments that are substantive (as determined in the discretion of the Chair) must be given to the CA by 1:00PM on the day prior to the committee hearing. This deadline may

be waived at the discretion of the Chair (in consultation with the minority lead). To ensure proper format, any amendment must be drafted by staff with House Research or the Revisor's Office. An amendment will be considered public once it is turned in unless the amendment's author indicates otherwise.

Minor oral amendments may be accepted during hearings at the discretion of the Chair; a written copy of the oral amendment should be given to the CLA during the hearing.

9. **Meeting Materials:** Presenters or members of the public are encouraged to provide all materials to be offered in Committee to the CLA at least 24 hours in advance of the hearing. Distribution of such materials is subject to approval by the Chair; a copy will be kept by Committee staff. These materials should be in accessible (Optical Character Recognition) format for posting to the committee webpage; contact the Committee Administrator for more information about acceptable electronic formats. For in-person hearings, 50 hard copies should be provided for the members, staff and public.

At in-person meetings, materials left in folders or on the table after the meeting will be removed and recycled, unless placed in the "SAVE" folder. Please do not leave a mess for staff / pages to clean up.

10. **Conduct at In-Person Meetings:** For in-person hearings, quiet must be maintained in the committee hearing room. Please take any discussions 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.
11. **Per Diem and Reimbursement:** Requests for interim per diem, as well as expense reimbursements for Committee business, require prior approval and should be submitted to the Chair or the CA.
12. The Chair may amend or waive these rules at the Chair's discretion.