

## **2015-16 PROPOSED COMMITTEE RULES**

Subject to the Joint Rules of the Senate and the Assembly, the Rules of the Assembly shall govern the conduct of all Committee meetings. Committees may adopt additional rules not in conflict with the Rules of the Assembly or the Joint Rules.

### Bill Setting

Following a bill's referral to the Committee, that bill will be set for hearing and the Committee secretary will inform the bill's author of the hearing date selected. Each bill is allowed a total of three "sets", and an author "pull" counts as one set.

### Committee Background Requests

When a bill is referred to the Committee, the Committee secretary will forward a background request to the author to aid in the preparation of a Committee analysis. All Committee background requests must be returned to the Committee at least 10 calendar days before the hearing date. Failure to submit the requested information in a timely manner may result in the bill being rescheduled for the Committee's next hearing. If the bill has been published in the Assembly Daily File and is put over, this will count as an author pull and as a "set".

### Order of Hearing Bills and other Committee Business

Bills shall be heard in author sign-in order. Bills authored by Committee members will be taken up after all other authors have been accommodated. The Chair may, in his or her discretion, hear bills out of order, or the Committee may refer a bill for interim study by a majority of those present and voting.

Legislative Counsel amendments must be submitted to Committee staff at least 10 calendar days before the hearing date to allow adequate time to analyze the bill. Analyses will not be prepared on bills "as proposed to be amended".

Committee hearings will begin promptly at 1:30 p.m. on Mondays, in State Capitol Room 126, or as announced by the Chair prior to the adjournment of session. If there is no

quorum present 10 minutes after the scheduled or announced commencement time, the Committee may adjourn at the Chair's discretion. If there is no author present 10 minutes after a quorum has been established, the Committee may adjourn, at the Chair's discretion, and a set count will be applied to all bills originally set for hearing. At the Chair's discretion, a sub-committee of the whole Committee may hear bills and recommend a "do pass" to the whole Committee once a quorum is present or at the next regularly scheduled Committee meeting.

#### Limitations on Testimony

To ensure that all bills on the agenda have a fair and reasonable opportunity to be presented by the author and heard and discussed by the Committee, the Chair, at his or her discretion, may limit:

- 1) Duplicative testimony;
- 2) The number of witnesses appearing in support of, or opposition to, a bill; or,
- 3) The time allotted for the presentation of testimony on a bill provided that both support and opposition witnesses receive equitable time for their presentations.

#### Consent Calendar

The Chair will, with concurrence from the Vice Chair, prepare a proposed consent calendar for non-controversial bills with no significant costs. Any Committee member may remove a bill from the proposed consent calendar or register a "no" vote with the Committee secretary. (Please note that pursuant to Joint Rule 22.1, if a "no" vote is registered in Committee, the bill will not be placed on the consent calendar on the Floor.)

#### Suspense File

Pursuant to usage and custom, any bill estimated to result in an annual revenue loss or gain of \$150,000 or more will be moved to the Committee's Suspense File, without prejudice, for further consideration. Any amendments proposed by the author of a bill that is moved to the Suspense File must be submitted to the Committee in Legislative Counsel form at least 10 calendar days prior to the Suspense File hearing date. Bills for which amendments are not timely submitted will not be considered for passage off the Suspense File.

At the Chair's discretion, the Committee may elect not to move bills to the Suspense File during any Committee hearing held within three weeks of adjournment for Final Recess or under extraordinary circumstances as determined by the Chair.

### Votes in Committee

A vote on a bill, other than a bill that qualifies for the Suspense File or is referred for interim study, will be in order after the author and support/opposition witnesses have been given the opportunity to be heard. Prior to the announcement of the vote, the Chair may place a bill on call.

Lifting calls and adding on votes will occur at the end of the hearing or at the Chair's discretion, before adjournment.

### Voluntary Contribution Fund (Income Tax Checkoff) Policy

Bills that amend an existing, or propose an additional, voluntary contribution fund must comply with specifications set forth in the separately stated Voluntary Contribution Fund (Income Tax Checkoff) Policy maintained by the Committee. (See Attached)