

## 1. Meetings:

- a. Meetings will begin promptly at the scheduled time.
- b. The chair may schedule additional meetings as necessary to complete the committee's work.
- c. The chair may recess a meeting at the scheduled end time with a specified time to reconvene later that day.

## 2. Attendance:

- a. Members are expected to attend all hearings. Absences must be reported to the committee legislative assistant and committee administrator at the earliest possible opportunity to be marked "excused."
- b. Members arriving or departing during a hearing must inform the committee legislative assistant or committee administrator.

## 3. Testimony and Handouts:

- a. Testimony:
  - i. Individuals wishing to testify or submit written testimony must email the committee administrator by 12 p.m. (noon) the business day before the hearing. Required information includes name, organization, title (if applicable), email address, phone number, and position on the bill.
  - ii. The chair determines the number of testifiers, their order, and the time allotted.
  - iii. If an individual other than a registered lobbyist has traveled from outside the 7-county metropolitan area to testify on an agenda item, the chair may move that item to accommodate the individual's testimony.
- b. Handouts:
  - i. Handouts shall be in PDF format with Optical Character Recognition (OCR) capability and emailed to the committee administrator by 12 p.m. (noon) the business day before the hearing.
  - ii. At the chair's discretion, individuals testifying before the committee who are unable to adhere to this deadline may distribute handouts before their testimony.

## 4. Amendments:

- a. Substantive Amendments:
  - i. Must be submitted to the committee administrator by 12 p.m. (noon) the business day before the hearing.
  - ii. Each amendment must include a listed author at the time of submission.
  - iii. Amendments are public upon submission and will be posted online before the meeting.
- b. Oral Amendments:

- i. Minor oral amendments may be accepted at the chair's discretion. A written copy must be provided to the committee legislative assistant, and the House Researcher will summarize the amendment.
- c. Amendments to Amendments:
  - i. Amendments to amendments may not substantially change the intent of the original amendment. The chair has the discretion to determine compliance.

5. Hearing Requests:

- a. Bill authors may submit written hearing requests to the chair for consideration.
- b. The Bill author must email the committee administrator, including the estimated time needed and a list of anticipated testifiers, including their name(s), organization, and title(s) (if applicable).

6. Hearing Decorum:

- a. All discussions and questions must be directed through the chair.
- b. Disruptive behavior, including signs, noise, or demonstrations, may result in removal.

7. The committee operates under the Rules of the House of Representatives, established custom and usage, and Mason's Manual of Legislative Procedure.

8. The committee folders will remain in the committee room. After the hearing, any materials not left in the "save" folder will be discarded.

9. Requests for interim per diem and expense reimbursement for committee business other than meetings called by the chair require prior approval and must be submitted in writing to the committee administrator.

10. The chair may waive or amend these rules as necessary.