



**State Representative Brian D. Hill  
97<sup>th</sup> House District**

### **Agriculture & Rural Development Committee Rules**

**Meeting Time & Location:** Committee meetings will be held on Tuesdays at 8:30 am in Statehouse Room 018. For quorum purposes, all members are asked to be in the committee room or checked in by this time.

**Voting:**

- Members cannot vote on any bill, substitute bill, or amendment or sign the voting sheet for a bill without having checked in prior to the vote being called.
- Members must sign the voting sheet to record their vote even after the roll is taken- if the sheet is not signed, the vote will not count.
- The roll will be held open at the discretion of the Chair.

**Absences:** The Chair requests that any member who is unable to attend a committee meeting submit a written notice in advance of the meeting. This notice will note the member as “excused” and be placed in the official committee records.

**Amendments:** The Chair requests that 30 copies of all amendments and substitute bills be submitted to his office in advance of committee meetings. An electronic version should be submitted at least 24 hours prior to the committee meeting to allow for electronic distribution and review committee members.

**Testimony:** The Chair requests that 30 copies of all witnesses and sponsor testimony be submitted to his office in advance of committee meetings. All witnesses must complete a witness slip before giving testimony. It is at the discretion of the Chair to limit testimony in the interest of time. All questions must be asked and answered through the Chair.

**Audio/Video Recording and Photography:** Video and audio taping and photography of committee meetings may be permitted at the discretion of the Chair by submitting a written request to the Chair at least 24 hours in advance of the committee meeting.

**Courtesy:**

- Members of the committee and guests in the audience are asked to refrain from the use of cell phones during committee. Phones should be kept of silent or vibrate.
- Any member who needs to leave during a meeting should notify the Chair or the Chair’s staff.