



**Ohio House Armed Services, Veterans Affairs, and Homeland Security Committee Rules**  
**132<sup>nd</sup> General Assembly**  
**Chairman Terry Johnson**

**Meeting Time & Location:** Meetings will be held on Wednesdays at 4:00 pm in Statehouse Room 116 unless otherwise notified. We will be prompt with our starting time. For quorum purposes, all members are asked to please be in the room or checked-in at this time.

**Voting and Roll Call:**

- Members **must** be sure to sign the voting sheet to record their vote even after the roll is taken – if the sheet is not signed, your vote will not count.
- Members who are present but unable to attend a committee meeting must themselves notify the Chair or his staff in order to be considered “checked-in”. The roll will be held open at the discretion of the Chair.
- Per House rules, members **cannot** vote on any bill, amendment or substitute bill that was called up for a vote prior to the member checking in and/or being in attendance at committee - Members will only be permitted to vote on bills, amendments or substitute bills called up **after they have checked-in** to committee.

**Absence:** If you cannot attend a committee hearing, a written memo/letter should be submitted to the Chair’s office in advance of the hearing.

**Asking Questions/Making Motions:** All questions must be asked through the Chair. No motions will be considered “in order” unless recognized by the Chair.

**Amendments:** Amendments and substitute bills must be submitted to the Chair’s office by 5:00 p.m. on Mondays for Wednesday meetings; 5:00 p.m. on Fridays for Tuesday meetings; 5:00 p.m. on Tuesdays for Thursday meetings. Please work with the sponsor of the bill for any amendments or substitute bills.

**Testimony:** All witnesses must complete a witness slip before their testimony is given. It is at the discretion of the Chair to limit testimony in the interest of time. It is requested that all testimony be in 24 hours prior to committee.

**Audio/Video Recording:** Video and audio taping of committee hearings or portion of may be permitted at the discretion of the Chair by submitting a written request to the Chair in advance of committee. Forms for video broadcast of committee meetings are available by contacting the Chair’s office and must also be approved by the House Clerk’s office.

**As A Courtesy**

- Please refrain from the use of cell phones at your seats during committee and please keep all cell phones on silent or vibrate (this applies to members as well as the audience)
- If you need to leave (to attend a meeting, another committee, etc.), please notify the Chair or his staff of where you can be reached in case you are needed.