

**HOUSE CIVIL JUSTICE COMMITTEE
COMMITTEE RULES, 132ND GENERAL ASSEMBLY**

Meeting Time & Location: Committee meetings will be held on Wednesday at 4:00 p.m. in Statehouse Room 113 unless otherwise notified. The committee will be prompt with its starting time, unless House Session runs long. For quorum purposes, all members are asked to please be in the room or checked in on time.

Voting & Roll Call:

- Per House Rule 41, proxy voting is not allowed.
- A Member **cannot** vote on any bill, amendment, or substitute bill or sign the voting sheet for a bill if that member was not checked in or in attendance at committee prior to the vote being called.
- A Member must sign the voting sheet to record his or her vote even after the roll is taken, or the Member's vote will not be counted.
- The roll will be held open at the discretion of the Chairman no later than noon the following day.

Absences: The Chair respectfully requests that members provide written notice in advance of anticipated absences. This notice will be placed into the official committee records which are turned in to the Clerk's Office at the end of the General Assembly. Please note that House Rule 41 states that "three consecutive absences from regularly scheduled committee meetings shall operate to suspend a member from such committee, unless excused by the chairman."

Amendments: In the interest of giving committee members adequate time for review, it is the preference of the Chairman that an electronic copy of amendments and substitute bills be submitted to his office in advance of committee meetings, preferably 24 hours prior to committee meetings.

Testimony: The Chairman requests that electronic copies of all witness and sponsor testimony be submitted to the Chairman's office in advance of committee meetings, preferably the day before the meeting. All witnesses must complete a witness slip before giving testimony. The Chairman may limit testimony at his discretion in the interest of time. All questions must be asked through the Chairman.

Audio/video recording: Video and audio taping of committee hearings or portions thereof may be permitted at the discretion of the Chairman by submitting a written request to the Chairman's office, preferably twenty-four hours in advance of committee. Live broadcast coverage of committee hearings may be conducted with prior notification of the Speaker and under such conditions as the Speaker and Chairman may establish. Parties recording the committee hearings must fill out witness slips as well.

As a courtesy:

- Refrain from the excessive use of cell phones at your seats during committee and please keep all cell phones on silent or vibrate (this applies to Members and to others in attendance)
- If you need to leave (to attend a meeting, another committee, etc.), please notify the Chair or the staff of where you can be reached in case you are needed.