

Meeting Time and Location:

Meetings will be held on Wednesdays at 5:00 in Statehouse Room 114. 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.

Committee Rules:

Voting: Per House rules, members cannot vote on any bill, substitute bill, or amendment that was put to a vote before the member was checked in or present in committee. Members may only vote after having checked into committee.

Roll: The roll will be held open at the discretion of the Chair.

Absences: Any member who is unable to attend a committee meeting must submit a written notice in advance of the scheduled meeting. This notice will designate the member as “excused” and will be placed on the official committee records. Any member who needs to leave during a meeting should notify the Chairman or his staff.

Amendments: All amendments and substitute bills, electronic or hard copy, must be submitted to the Chair’s office no later than 24 hours in advance of the scheduled committee meeting.

Testimony: All witness and sponsor testimonies be submitted to the Chair’s office no later than 24 hours in advance of the committee meeting. All witnesses must complete a witness form before giving testimony. It is at the discretion of the Chair to limit testimony in the interest of time. All questions must be asked through the Chair.

Audio and Video Recording: Video and Audio taping and photography of committee meetings is limited to qualified media. All qualified media must submit a media slip to the Chair’s office or staff prior to recording, filming, or taking pictures. Video and Audio taping and photography of committee meetings may be permitted at the discretion of the Chairman by submitting a written request to the Chair’s office no later than 24 hours prior to the committee meeting.

Personal Devices: Members of the committee and guests in the audience are asked to refrain from using cell phones during committee. All phones are to be kept on silent or vibrate.