



**State Representative Bill Seitz
30th House District**

House Public Utilities Committee Rules

Meeting Time & Location: Regular committee meetings will be held on Tuesdays at 3:00 PM in Statehouse Room 116, unless otherwise noted. 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 35 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 by committee members.

Testimony: The Chair requests that 35 copies of all 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 and member questions 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 are prohibited without permission of the Chair. Please submit 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 must be kept on silent or vibrate.
- Members may take all materials in their folders at the end of committees, but the folders should remain in the committee room.
- Any member who needs to leave during a meeting should notify the Chair or the Chair’s staff.

- The purpose of committee is to ask questions of the witnesses. It is not proper to make speeches in committee and wastes the time of both the committee members and those waiting to testify. Immediately prior to a vote is the proper time for brief speeches on the subject matter.