

**HOUSE TRANSPORTATION & PUBLIC SAFETY COMMITTEE
COMMITTEE RULES**

Meeting Time & Location: Committee meetings will be held on Wednesdays at 9:00am in Statehouse Room 017 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 & 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 letter 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 electronic copies of amendments and substitute bills (with the name of the sponsor on each copy) be submitted to his office twenty-four hours in advance of committee meetings.

Rules of Decorum: Members shall at all times conduct themselves with courtesy and respect for the public, the Chairman, and members of the committee, and shall discharge their duties in accordance with the high public trust placed in them. No posters, placards, banners or signs shall be carried into any committee hearing. Any applause, outburst, or demonstration during committee is prohibited. Members of the committee and the public must use wireless devices in a considerate and respectful manner during proceedings.

Testimony: The Chairman requests that an electronic copy of all witness and sponsor testimony be submitted to the Chairman's office twenty-four hours in advance of committee meetings. 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.

Testimony preference shall be given to: First, legislation with fewest number of individuals testifying. Second, members of the public.

When testimony is called by the Chair, those wishing to provide testimony shall line up behind the podium – no more than 3 individuals shall stand at any time. Individuals who are providing redundant testimony may be asked to speak in a group, or in an abridged manner for the consideration of all those in the audience.

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 at least 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 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 the staff of where you can be reached in case you are needed.
- All the material in the folders may be removed if the Member wishes; however, please do not remove the iPads.