



State Representative Tim Schaffer
77th House District

House Ways and Means Committee Rules
132nd General Assembly

Meeting Time & Location: Regular committee meetings will be held on Tuesdays at 9:00 AM in Statehouse Room 121, unless otherwise noted. Time and location are subject to change. 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 no later than noon the following day.

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 which are turned in to the Clerk’s office at the end of each General Assembly.
- 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: The chair requests that 30 copies of all amendments and substitute bills be submitted to his office in advance of committee meetings. An electronic version should be submitted no less than 24 hours prior to the committee meeting to allow for electronic distribution and review by committee members.

Testimony:

- The chair requests that 30 copies of all testimony be submitted to the chair's office no less than 24 hours in advance of committee meetings. An electronic version should be submitted no less than 24 hours prior to the committee meeting.
- All witnesses, including House Members, even those on the committee, must complete a witness slip before giving testimony.
- It is at the discretion of the chair to limit testimony 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 no less than 24 hours in advance of the committee meeting. These parties must fill out witness slips as well.

Courtesy:

- Members of the committee and guests in the audience are asked to refrain from the use of cell phones or any other noise-making devices during committee. Phones must be kept on silent or vibrate.
- Members who need to leave during a meeting should notify the chair or the chair's staff of where they can be reached in case they are needed.