

Meeting Time and Location:

- Regular Committee meetings will be held on Tuesdays at 3:00 pm in the Statehouse Room as assigned by the House Clerk. For the purposes of establishing a Quorum, all members are asked to please be in the room, or checked in to the Chairman or Committee Clerk by the time the meeting is scheduled to start.
- Notice of a Committee hearing shall be sent out no later than 24 hours before the prescribed meeting

Voting:

- Pursuant to House Rule 41, proxy voting is not permitted.
- For a vote to count, a Member must sign the voting sheet in the respective space. If a Member fails to sign the voting sheet, the Member will be recorded as not having voted
- A Member is not permitted to vote on any bill, amendment, or substitute bill, including signing the voting sheet, for a bill if that member was not checked in or in attendance at Committee prior to the vote being called.
- The roll will be held open at the discretion of the Chairman no later than noon the following day.
- To add your name to the title of a bill as a co-sponsor sign the respective space on the Committee Report.
- Motions to Amend or Table Pending Bills Pursuant to Rule 42. Any amendment offered during any meeting of a committee shall take into consideration any previous amendments accepted by a committee on the bill or resolution. No amendment shall be tabled in any meeting of a committee unless the chair determines the amendment to be not of the same subject matter as the bill or resolution, vexatious, or a duplicate of an amendment previously offered for the bill or resolution. Members making a motion to table must articulate the specific reason per Rule 42 for tabling. This rule does not prohibit the acceptance of substitute bills or resolutions.

Attendance:

- Please give written notice of anticipated absences. Such absences will be considered as “excused.” This correspondence will be placed into the official committee records, which are turned in to the Clerk’s Office at the end of the General Assembly.
- Pursuant to House Rule 41: “three consecutive absences from regularly scheduled committee meetings shall operate to suspend a member from such committee, unless excused by the chairman.”

Testimony:

- Whenever possible, all witnesses should submit electronic copy of their testimony to the Chair or his office at least 24 hours before Committee.
- All witnesses are required to fill out a witness slip and submit it to the Committee Clerk
- All debate is directed through the Chair. Witnesses and Members, when recognized, will direct all comments to/through the Chair

Audio/video recording and photography:

- Pursuant to Rule 112, video and audio recording and still-photography of committee hearings or portions thereof may be permitted at the discretion of the Chair.
- Anyone wishing to record committee will fill out a media slip. The Chair reserves the right to request the purpose and projected use of the recording.
- Live broadcast or live social media broadcasting of committee hearings may only be conducted with prior notification of the Speaker and under such conditions as the Speaker and Chairman may establish, per House Rule 112.

General Provisions/Courtesy:

- Members and Staff of the Committee and Guests are permitted to use personal electronic devices during Committee, provided they are used for the purposes of the Committee.
- Members, Staff, and Guests shall keep all electronic devices on vibrate or silent.
- If a Member needs 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.
- The iPads in the Committee room are to be used for Committee purposes only, and should be left at the desk upon conclusion of Committee.
- Should a Member or Staff experience difficulty with their iPads, paper copy of all Documents will be kept on hand. Members should request a paper copy from the Committee Clerk or Page should they need one.
- No one is permitted behind the Member Desks in the Committee room without the permission of the Chair.
- Any Committee rules are subject to the discretion of the Chair, pursuant to applicable State Laws and House Rules