



State Representative Scott Wiggam
1st House District

State and Local Government Committee
133rd General Assembly

COMMITTEE RULES

I. HEARINGS:

- A. Committee meetings will start promptly at the appointed time and location unless otherwise announced on the House Floor or by email to Member's House e-mail address.
- B. Witnesses who wish to provide testimony shall provide an electronic copy of their testimony to the Chair's office no later than Noon, one (1) working day prior to testifying unless otherwise indicated by the Chair. Pursuant to House Rule 31 (b), written testimony is not required of a witness who desires to testify. Testimony submitted after the deadline may be considered "written only" testimony at the discretion of the Chair.
- C. Hearings will be focused on witness testimony and witness responses to Member questions.
- D. Generally, in-person witness testimony shall be limited to five (5) minutes. Witnesses may submit written testimony of any length for Members to view on the Committee website. Responses to Member questions shall be limited to two (2) minutes. The Chair, in its discretion, may diverge from these time restraints in certain circumstances.
- E. Questions and responses shall be addressed through the Chair. (Ex: "Through the Chair to Mr./Ms.")
- F. Brief relevant comments by Members may occasionally be appropriate, however, Member "speeches" will be considered out-of-order and gavelled down by the Chair. Should a question not be forthcoming from a Member within 30 seconds of being called upon, the Chair will recognize the next Member who has a question.

- G. In keeping decorum, all Members, witnesses, and audience members shall be respectful to one another.
- H. A witness slip shall be completed prior to giving testimony or providing supporting information at committee hearings.
- I. The Chair may limit the length of oral testimony, particularly in cases where there are a large number of persons wishing to speak on the same subject matter, or large groups of individuals appear on behalf of a single organization or issue.
- J. The Chair, in its sound discretion, shall determine the order of witnesses and bills before the Committee.
- K. The Chair shall, in its sound discretion from time to time, determine the order and number of questions to be asked of witnesses by the Members.
- L. The use of cell phones (which are to be silenced during committee hearings =) by members, witnesses and guests for phone calls is prohibited in the committee rooms.

II. **MEMBERS:**

- A. Members must “check-in” personally with the Chair or Committee Clerk to be considered present in any hearing.
- B. Members may not vote on a motion recommending a Bill or Resolution for passage prior to the Member “checking-in”.
- C. Members are required to sign the voting sheet for their vote to be recorded and effective. Failure to sign the voting sheet will result in a Member’s vote not counted.
- D. The roll may be held open at the discretion of the Chair.
- E. Members must be present at the time the vote is taken on an amendment. A quorum must be present for a vote on an amendment.
- F. If a Member is unable to attend a committee hearing, to be excused, a written memo/letter must be sent to the Chair’s office stating the reason for absence prior to the scheduled hearing. A copy of this document will be placed in the official committee records which will become a part of the official record in the Clerk’s office.
- G. Amendments and substitute bills are to be submitted to the Chair’s office not later than Noon one (1) day prior to the scheduled time for the committee hearing when the matter is to be considered, unless otherwise determined by the Chair.
- H. Members who are required to leave the hearing room shall notify the Chair or staff of the location where the Member may be reached if needed.