



House Families and Aging Committee

Committee Rules

ATTENDANCE

- Rule 1.* Members shall make a good faith effort to attend all meetings and be in attendance for the duration of the meetings.
- Rule 2.* Members who anticipate an absence shall submit a signed letter to the Chair's office requesting an excused absence from the Committee at least 12 hours before the start of the meeting. The Chair may waive the 12 hour deadline.
- Rule 3.* Members may check-in to the Committee, but shall do so in person.

DECORUM & ORDER

- Rule 4.* Members shall, at all times, conduct themselves with courtesy and respect for the public, the Chair, members of the Committee, staff, and witnesses.
- Rule 5.* Members shall discharge their duties with the high public trust placed in them.
- Rule 6.* All discussion and questions shall be through the Chair.
- Rule 7.* No person shall take photos, video, or otherwise record during any meeting without written approval of the Chair. Any person requesting to take photos, video, or recordings must complete an "AV Request Form" and submit it to the Chair's office before 5:00pm the day prior. The Chair may waive this rule.
- Rule 8.* Pursuant to Rule 112 of the Rule of the House of Representatives, streaming is prohibited.
- Rule 9.* Members and the public shall use electronic devices in a considerate and respectful manner, and without disrupting the meeting.
- Rule 10.* The Chair shall call to order any member of the Committee or the public that is deemed out of order. Any member of the public that refuses to come to order may be ordered to leave and barred from re-entering by the Chair.

TESTIMONY

Rule 11. All testimony before the Committee shall be limited to 5 minutes in length, unless otherwise specified by the Chair.

Rule 12. Anyone wishing to testify before the Committee shall fill out and submit a “Witness Information Form” and submit it to the Chair’s office by the deadline stated in the meeting notice. The Chair may waive the deadline.

Rule 13. Every member will be granted at least one question and one follow up question to each witness before the Committee, which shall each be no more than 1 minute in length. Every effort should be made to refrain from commentary. After all members have had the first opportunity to ask questions, additional questions may be asked. In the interest of time, the Chair may waive this rule.

AMENDMENTS

Rule 14. All amendments and substitute bills, except for LSC technical amendments and corrections, shall be submitted to the Chair’s office by 4:00pm the day prior to the Committee meeting. The Chair may waive this rule, subject to Rule 93 of the Rules of the House of Representatives.

Rule 15. The Chair shall make every effort to share with the members of the Committee, the majority caucus policy advisor for the Committee, and minority caucus policy advisor for the Committee, the amendments and substitute bills that may be offered 2 hours prior the start of the meeting.

VOTES

Rule 16. All members shall make every effort to be present at the time a vote has been called.

Rule 17. Roll calls shall remain open until 5:00pm the same day, unless otherwise specified by the Chair. Roll calls will only be available for votes to report a bill out of the Committee.

Rule 18. A member may not take part in any vote that has been called before they have checked-in.

HOUSE RULES GOVERN

Rule 19. The rules of the House of Representatives, as adopted by the House, shall govern unless otherwise stated in these rules.