



WAYS & MEANS COMMITTEE

TO: Members of the House Ways & Means Committee
FROM: Chairman Bill Roemer
DATE: February 17, 2023
RE: 135th General Assembly Committee Rules and Expectations

House rules apply to committee unless otherwise noted.

a. Members of Committee

Members shall, at all times, conduct themselves with courtesy and respect for the public, the Chairman, members of the committee, and staff, and shall discharge their duties in accordance with the high public trust placed in them.

b. Attendance

1. Members shall make a good faith effort to be in attendance for the duration of all committee meetings.
2. Members who anticipate absence must submit a letter to the Chair's office requesting to be excused from committee. If possible, please submit this letter at least 24 hours prior to the scheduled committee meeting.
3. Members may "check-in" to committee, but must do so in person.

c. Rules of Decorum

1. All discussion in committee shall be through the Chairman, including questions.
2. No person may take photos, video, or audio recordings during any committee hearing without explicit approval from the Chair's office. If any person wishes to take photographs, video, or audio recordings, they must complete a "Media Request Form" and submit it to the Chair's office with due haste.
3. In accordance with Rule 112 of the Rules of the House of Representatives, live video streaming of committee is prohibited.

4. Members of the committee and the public must use wireless devices in a considerate and respectful manner during proceedings

d. Rules of Testimony

1. Prior to testifying, all individuals must fill out a “Witness Information Form” and submit it to the Chair’s office. The only exception to this rule will be employees of the Legislative Service Commission specifically assigned to this committee. They must be submitted to Chair’s office 24 hours before committee is set to meet.
2. At the discretion of the Chair, testimony will be limited to five (5) minutes. Each member will be granted one (1) question that shall last no longer than one (1) minute and one (1) *related* follow-up question before moving on to the next member. The response to member questions will be limited to three (3) minutes. Members are welcome to ask multiple questions once every member has a first opportunity.

e. Amendments

1. All amendments and substitute bills should be submitted to the Chair’s office 24 hours prior to committee.
2. All amendments and substitute bills will be dispersed to committee members, committee members’ legislative aides, the majority caucus policy advisor, and the minority caucus policy advisor in advance of committee unless the Chair’s office receives written notice stating otherwise.