

## 2023-2024 Committee Rules & Procedures

### House Children and Families Finance and Policy Committee

Chair: Rep. Nolan West

1. **Respect:** The most important rule in the Committee is to be respectful – of one another, of the process, of testifiers, and the public. Appropriate decorum is expected. All presentations, discussions, and questions during committee hearings must go through and be recognized by the Chair.
2. **Schedule:** The Children and Families Finance and Policy Committee will meet in Room 123 of the State Capitol at 3:00 p.m. on Tuesday and Wednesday during Session, unless otherwise indicated by the Chair. Additional hearings may be scheduled at the call of the Chair.
3. **Attendance:** Members are expected to attend all committee meetings. Any member who is unable to attend a meeting must notify the Committee Legislative Assistant (CLA) or Committee Administrator (CA) in advance in order to be identified in the minutes as “excused.” A member who otherwise fails to attend will be noted as “absent.”
4. **Process During Meetings:** The Chair will determine time limits on debates and testifiers, time allowed for bills and amendments, and the order and number of witnesses.
5. **Voting Procedures:** A roll call vote will be held when requested by a member. For roll calls, the CLA will call the name of each member, the member will state their vote, and the CLA will then repeat the name and the vote. Unless a roll call is requested, the committee will take voice votes on motions to adopt minutes and to amend a bill or resolution.
6. **Bill Hearings:** Bill authors must email requests for a hearing to the Committee Administrator. The subject line of the e-mail should be formatted as follows: HEARING REQUEST: HFXXXX, AUTHOR’S LAST NAME. Include an estimate of how much time the bill will need. Hearings may be granted at the Chair’s discretion. Any bill containing any legislatively directed appropriation to a non-profit organization must provide their current 990 form to the committee in order to be heard.
7. **Testimony:** Bill authors must arrange their own testifiers and provide each testifier’s name, position title, and email address to the CA by 8:00am the day of the hearing. Written testimony is also encouraged and will be posted on the committee webpage prior to the meeting if received by 8:00am the day of the hearing.
8. **Amendments:** All amendments that are substantive (as determined at the discretion of the Chair) must be given to the CA by 3:00pm the day before the committee hearing. This deadline may be waived at the discretion of the chair of the committee in the meeting. To ensure proper format, any amendment must be drafted by staff with House Research or the Revisor’s Office. An amendment will be considered public once it is turned in unless the amendment’s author indicates otherwise.

Minor oral amendments may be accepted during hearings at the discretion of the Chair; a written copy of the oral amendment should be given to the CLA during the hearing and shall be repeated by House Research prior to a vote.

9. **Meeting Materials:** Presenters or members of the public are encouraged to provide all materials to be offered in Committee to the CLA by 8:00am the day of the hearing. Distribution of such materials is subject to approval by the Chair; a copy will be kept by Committee staff. These materials should be in accessible (Optical Character Recognition) format for posting to the committee webpage; contact the Committee Administrator for more information about acceptable electronic formats. For in-person hearings, 30 hard copies should be provided for the members, staff and public. At in-person meetings, materials left in folders or on the table after the meeting will be removed and recycled, unless placed in the "SAVE" folder. Please do not leave a mess for staff /pages to clean up.
10. **Demonstrations:** Signs, noise, or demonstrations that disrupt the committee's work may result in removal from the hearing room. Any signs or props may be used at the discretion of the chair.
11. **Per Diem and Reimbursement:** Requests for interim per diem, as well as expense reimbursements for Committee business, require prior approval and should be submitted to the Chair or the CA.