

# **COMITTEE RULES & PROCEDURES**

## **Subcommittee on Aging and Long-Term Care**

### **2017-2018**

Representative Debra Kiel, Chair  
Representative Tama Theis, Vice Chair

1. Regularly scheduled meetings begin at 8:15 a.m. and end by 10:00 a.m. in the Basement Hearing Room of the State Office Building on Wednesdays. Additional meetings may be scheduled at the call of the chair. The chair will make every effort to start and end hearings on time.
2. The committee legislative assistant will note the roll at the beginning of each meeting, and the roll will remain open until the meeting adjourns. If members are unable to attend a meeting, they can be excused by notifying the committee legislative assistant prior to the meeting. If members are not excused, they will be noted as “absent” in the minutes.
3. Proper decorum will be maintained in the committee hearing room. All activity will go through the committee chair. Take extraneous discussions outside the committee hearing room. Cellular phones and electronic devices must be turned on silent inside the committee hearing room.
4. The chair will determine time limits on debates, witnesses, and time allowed for bills and amendments. The chair will also determine the order and number of witnesses. The chair has the authority to terminate a presentation at any time if the chair feels that the issue or matter has been adequately addressed.
5. All substantive amendments should be given to the committee administrator by 3:00 p.m. the day prior to the committee meeting. To ensure proper formatting, members are encouraged to draft amendments through the Office of the Revisor or House Research. Amendments will be available for review on the committee’s website as soon as possible prior to the meeting. As per House Rule 6.21, the Chair will determine if an amendment to any bill or to any amendment is germane or substantive.
6. Minor oral amendments may be accepted during hearings at the discretion of the chair. To avoid confusion, a written copy of each amendment must be given to the committee legislative assistant by the amendment’s author.
7. The scheduling of bill hearings will be determined by the chair. To request a bill hearing, authors must submit an e-mail to the committee administrator. Authors are expected to contact their own witnesses and provide their witnesses’ names and position titles to the committee administrator in advance of the hearing. Written materials intended to be presented to the committee must be provided to the committee administrator by 3:00 p.m. the day prior to the committee hearing.
8. Materials left in committee folders will be recycled following each meeting unless placed inside the folder marked “SAVE”. The committee legislative assistant will keep one additional copy of materials handed out at meetings.
9. Requests for interim per diem and expense reimbursements for business other than meetings called by the chair require prior approval and must be submitted to the committee administrator.
10. The chair may amend the rules at her discretion.