

**Higher Education Finance & Policy Committee**  
Representative Connie Bernardy, Chair  
2021-2022 Rules and Procedures

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives, established custom and usage, or Mason's Manual of Legislative Procedure.
2. Meetings will begin promptly at their regularly scheduled times. The Chair may schedule additional meetings, or recess and reconvene a meeting on the same day, as necessary to complete the committee's work.

For remote meetings:

- Remote hearings will be livestreamed for public access.
  - Committee members, presenters, and other testifiers should join the meeting via Zoom 5-10 minutes prior to the scheduled start to allow staff time to verify that technology is functioning properly, and that all participants are identified and named correctly.
  - The Chair will give House Public Information Services a 10 second cue before the meeting starts. Hearings will "go live" 5 seconds after the Chair gives the 10 second cue.
3. Members are expected to attend all meetings. When unable to attend a committee hearing, members will be noted as "excused" if they notify the Committee Legislative Assistant in advance of the meeting. Otherwise members will be noted as "absent" in the minutes. The roll will be called for attendance.
    - After the roll is called to determine member attendance, the roll will remain open until the hearing is adjourned. Members who arrive after attendance has been taken must notify the Committee Legislative Assistant in order to ensure they are recorded as present.
  4. Appropriate decorum will be expected. All activity will go through the Chair.

For remote hearings:

- Please use the "raise hand" function to be recognized on Zoom meetings or contact the Committee Administrator to seek recognition if that function is not available.
- Members, staff and witnesses should keep their line muted except when addressing the Chair or committee.

5. All handouts must be provided electronically to the Committee Administrator and Committee Legislative Assistant at least 12 hours prior to the start of a committee meeting. Handouts 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 remote hearings:

- All committee materials will be posted on the Committee's webpage and emailed separately to members and staff prior to the start of the hearing.
6. **Public Testimony will be taken at the end of the hearing if time is available. For remote hearings, testifiers must contact the Committee Administrator by 5pm the day prior to the hearing in order to sign up to testify.** Staff will arrange for the testifier to join the video remote hearing as appropriate. Written testimony is encouraged and will be posted on the committee webpage if received prior to the meeting.
    - Written testimony may be submitted to the Committee Administrator or Committee Legislative Assistant up to 24 hours after a hearing adjourns. This additional testimony will be posted on the Committee's webpage under Committee Documents e.g. "Additional testimony for hearing 1/2/2021"
    - If a member presenting a bill would like to have a member of the public or another resource person available to testify, the member must notify the Committee Administrator with the person's name and email address and committee staff will give the person the proper protocols for participation.
    - **Only the Committee Administrator or Committee Legislative Assistant should forward the Zoom link to meeting participants. Members or other staff should not forward the Zoom link under any circumstances.**
  7. For in-person hearings, materials left in folders after a meeting will be removed and recycled unless they are placed in the "SAVE" file within each folder. At least one copy of materials provided to the committee members will be kept by the Committee Legislative Assistant.
  8. For remote hearings, unless a roll call is requested the committee will take voice votes on motions to adopt minutes and to amend a bill or resolution. If a roll call is requested, or the Committee is taking final action on a bill or resolution, the Committee Legislative Assistant will call the name of each member, the member will repeat their name and state their vote and the Committee Legislative Assistant will then repeat the name and the vote.

9. It is the bill author's responsibility to email a hearing request to the Committee Administrator and Committee Legislative Assistant for each bill they want heard. Hearings may be granted at the Chair's discretion.
  - Bill authors must arrange their own testifiers and provide the Committee Administrator with testifier contact information. See Rule #5
10. **All substantive amendments must be received by the Committee Legislative Assistant and Committee Administrator no later than 24-hours on the business day before the meeting.** An amendment is considered public once it is turned in and will be available for review on the Committee's webpage as soon as possible prior to the meeting. To ensure proper format, members must have amendments drafted by House Research or the Revisor. Please allow staff enough time to draft your amendment in order to meet the amendment deadline.
11. The Chair may accept minor oral amendments during hearings. A written copy of minor oral amendments must be given to the Committee Legislative Assistant during the hearing. The House Researcher should repeat the oral amendment and explain what it does.
12. The Chair may establish time limits on testifiers, member discussion, and the time allowed for bills and amendments. The Chair will determine the order and number of testifiers, as well as the order of member questions. 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.
13. For in-person hearings, quiet must be maintained in the committee hearing room. Please take any discussions you might have outside of the room. Audible cellular phones and other electronic devices may not be used inside the hearing room. All presentations, discussions and questions must go through and be recognized by the Chair. Signs, noise, or demonstrations that disrupt the committee's work may result in removal from the hearing room. Beverages, but not food items (unless provided to committee), are permitted in the room.
14. For in-person hearings: If an individual, other than a registered lobbyist, has traveled a long distance to testify on an item on an agenda, the Chair may move that agenda item to accommodate the individual's testimony.
15. Requests for interim per diem and expense reimbursement for committee business other than meetings called by the Chair require prior approval, and requests should be submitted in writing to the Committee Administrator.
16. The Chair may waive or amend these rules at the Chair's discretion.

### **Higher Education Finance & Policy Committee Staff**

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