

Civil Law Committee
Chair: Representative John Lesch
Rules and Procedures
2013-2014

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives and Mason's Manual of Legislative Procedure.
2. Meetings will begin promptly at the scheduled time. During the legislative session, committee meetings are scheduled on Tuesdays from 8:15-9:45 AM in the Basement Hearing Room of the State Office Building and on Wednesdays from 8:15-9:45 AM in Room 200 of the State Office Building. Additional meetings may be scheduled at the call of the Chair.
3. Meeting attendance is required of all Members. If a Member is unable to attend a committee meeting, the Member shall notify the Committee Legislative Assistant to be noted as "excused" in the minutes. All other absences will be marked "unexcused."
4. Turn off all cellular phones or audible communications devices when in the meeting room.
5. During the hearing, all presentations, discussions and questions must go through and be recognized by the Chair. A presenter must provide, three hours prior to the beginning of a scheduled committee meeting, an accessible electronic version (Word, Excel, original PDF) of any written material to be distributed or presented to committee members, unless waived by the Chair. Committee members may contact the Committee Administrator for an electronic copy of documents presented to the committee. Contact the CA for more information about acceptable electronic formats.
6. The Chair will determine time limits on debates, witnesses, and times allowed for bills and amendments. The Chair will also determine the order and number of witnesses.
7. The author of a bill must submit an email or a written request for a hearing. A hearing may be granted at the Chair's discretion. Hearing requests should be submitted to the CA and CLA.
8. All substantive amendments are to be received by the CA, **in writing and in electronic format**, 24 hours prior to the beginning of a scheduled committee meeting. A substantive amendment is any amendment that is typed on more than one-half side of a legal sheet of paper. The amendments will be made available near the CLA's desk for all interested parties to preview. All amendments shall be provided to the CA whether it is substantive or not.
9. Exceptions to the deadline set forth in Rule 8, and minor oral amendments, will be accepted during hearings at the discretion of the Chair. A written copy of those amendments should be given to the CLA during the hearing.
10. To ensure proper format, Members are encouraged to have amendments drafted by the House Research Department.

11. Any Member may request that an amendment be divided, but the Chair shall decide first if the amendment is divisible. The Chair will then decide the order in which the parts of the amendment are taken up for a vote.
12. Member folders will be used to distribute most committee materials. The folders are to be left with committee staff after each meeting. Members should leave any materials they wish to save in the "Save" folder. Any materials left on the table will be recycled.
13. Requests for interim per diem and expense reimbursements for committee business other than meetings called by the Chair at the Capitol or the State Office Building require prior approval and should be submitted to the CA, unless other arrangements are made.
14. Presenters/testifiers who need audio/visual or any other electronic equipment must inform the CA of their specific requirements by the day prior to the committee meeting.