

**Early Childhood Finance and Policy Division**  
**Committee Procedures**  
**January 13, 2009**  
**Chair: Representative Nora Slawik**

**Goal**

For all children to be school ready by 2020. For all families to have access to affordable, high quality early child experiences for their children.

**Principles and Etiquette**

Committee Members shall exercise respect to the public and to one another  
Public attendees shall exercise respect to the Committee and to one another  
All committee deliberations shall be guided by orderly, fair, and consistent procedures  
The public shall have access to the committee proceedings and information.

**Procedures**

1. Regular committee meetings are scheduled on Tuesdays and Thursdays from 4:30 p.m.-6:00 p.m. in Room 200 of the State Office Building. Additional meetings may be scheduled at the call of the chair. The chair will convene and adjourn meeting promptly at the scheduled times.
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 committee minutes.
3. Appropriate decorum will be expected. All activity will go through the chair.
4. Conversation between members and/or staff must be kept to a minimum. Conduct verbal communications outside the committee room. Cell phones and audible beepers are not allowed in committee hearing rooms. Beverages are permitted in committee rooms, but food items are not allowed (unless provided to the committee). Please discard or recycle any remnants at the conclusion of the hearing.
5. Amendments to bills should be submitted in writing to the committee administrator 24 hours prior to the hearing. Members are encouraged to draft amendments through the Office of the Revisor or House Research.
6. Minor oral amendments will 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 prior to the meeting's adjournment.
7. Materials left in committee folders will be recycled following each meeting unless they are placed inside the folder marked "SAVE." The committee legislative

assistant will keep copies in the committee file of all materials distributed at meetings.

8. Materials introduced by authors and witnesses should first be given to the Chair and Committee Administrator. Additional copies should then be given to staff and members before distribution to the public or media. Sufficient copies for sharing with all members and staff should be prepared by those desiring to distribute information and extra copies for the public are appreciated. Typically, fifty (50) copies are recommended.
9. The scheduling of bill hearings will be determined by the chair. To request a bill hearing, authors must submit a written request to the committee administrator. It is the responsibility of the author to arrange their own testifiers, and to provide that information to the Committee Administrator, so it may be added to the committee agenda.
10. 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.
11. Requests for interim per diem and expense reimbursements for division/committee business other than meetings called by the Chair must have prior approval of the Chair. Per diem requests and expense reimbursements must be on the approved forms, submitted to the committee administrator and signed by the Chair.