# COMITTEE RULES AND OPERATING PROCEDURES

**Jobs and Economic Development Finance Division**

**2019-2020**

**Chair Tim Mahoney**

1. Meetings will begin promptly at their regularly scheduled times.

1. When unable to attend a committee hearing, members will be noted as “excused” if they notify the Committee Legislative Assistant or Committee Administrator in advance of the meeting.
2. Appropriate decorum will be expected. All activity will go through the chair.
3. Please have all substantive amendments to the Committee Administrator 24 hours before the committee meeting for which a bill has been scheduled for a hearing. Members are encouraged to have all amendments drafted by the Revisor or House Research staff.
4. Minor or oral amendments will be accepted during hearings at the discretion of the Chair. A written copy of the amendments should be given to the Committee Administrator during the hearing.
5. Unless placed in the “SAVE” folder, materials left in folders after the meeting will be removed and recycled. The Committee Legislative Assistant will keep one additional copy of materials handed out at meetings.
6. It is the responsibility of the author of a bill to submit a written request for a hearing to the Committee Administrator. Authors are expected to contact their own witnesses and notify the Committee Administrator in advance of the hearing.