

# House Education Finance Committee

## Committee Rules and Procedures – 2015 and 2016

1. The House Education Finance Committee will meet in Room 5, State Office Building at 12:45 p.m. on Tuesday, Wednesday, and Thursday during Session, unless otherwise indicated by the Chair. Committee meetings will begin promptly at their scheduled times.
2. All presentations, discussions, and questions during committee hearings must “go through” and be recognized by the Chair.
3. Written materials or other handouts for a scheduled hearing must be provided to the Committee Legislative Assistant at least 24 hours prior to the scheduled hearing. Materials brought to a hearing not provided in advance must be accompanied by 75 copies for the members, staff, and public. Written materials are subject to approval by the Chair before distribution to the Committee.
4. Amendments are due to the Committee Administrator and Committee Legislative Assistant at least 24 hours prior to the scheduled hearing time for the bill in question to be heard. Members are encouraged to have all amendments drafted by the Revisor or House Research staff. The Chair may waive this rule.
5. Minor oral amendments will be accepted during hearings at the discretion of the Chair. A written copy of the oral amendment should be given to the Committee Legislative Assistant during the hearing to ensure proper incorporation.
6. A plain folder is included in your committee folder for the materials you want to keep. All other materials left in the committee folders or loose on the table after the meeting are subject to removal and recycling. Additional copies of materials handed out at committee hearings will be kept by the Committee Legislative Assistant and made available upon request.
7. Bill authors or sponsors seeking a hearing will submit a written request, in the form or manner provided by the committee, to the Committee Administrator. The author or sponsor is responsible for arranging their own witnesses. A list of potential witnesses should be provided to the Committee Administrator at least 24 hours prior to the hearing.
8. Requests for interim per diem and expense reimbursements for committee business other than committee meetings called by the chair require prior approval and should be submitted to the Committee Administrator.