# JOB GROWTH AND ENERGY AFFORDABILITY POLICY AND FINANCE COMMITTEE

Representative Pat Garofalo, Chair Representative Jim Newberger, Vice Chair

# Rules and Procedures

1. Regularly scheduled committee meetings begin at 3:00 p.m. and end at 4:45 p.m. in Room 10 of the State Office Building on Tuesdays and Wednesdays. Additional or extended meetings may be scheduled at the call of the Chair.

2. In order to guarantee distribution for committee meetings, please make sure that materials to be presented in committee are submitted to the Committee Legislative Assistant well in advance of the meeting (by at least 3:00 p.m. the previous day).

3. Bill authors must email requests for a hearing to the Committee Administrator. Authors are expected to contact their own witnesses and must provide a list of testifiers in advance to the Committee Legislative Assistant. Authors must notify the Committee Administrator in advance of the hearing of who will be testifying and the approximate amount of time needed to hear the bill.

4. All amendments must be submitted in electronic format and provided to the Committee Administrator at least 24 hours in advance of the hearing. Amendments must be submitted to the Committee Administrator by 3:00 p.m. Friday for any Monday meetings. To ensure proper form, members are encouraged to have all amendments drafted by the Revisor or House Research staff. Minor oral amendments may be accepted during hearings at the discretion of the Chair. The Chair may waive or alter this rule at his discretion.

5. Material left in folders after a meeting will be disposed of or recycled unless they are placed in the “SAVE” file. Additional copies of materials handed out at meetings will be kept by the Committee Legislative Assistant.

6. Requests for interim per diem and expense reimbursement for committee business other than meetings called by the Chair require prior approval and should be submitted to the Chair or Committee Administrator.